DOCUMENT RESUME

ED 288 057 CE 048 954

AUTHOR	Goodwin, Sarah Hall
TITLE	Planning and Conducting All Volunteer Conferences. Training for Development. Peace Corps Information Collection & Exchange Training Manual No. T-44.
INSTITUTION	Peace Corps, Washington, DC. Information Collection and Exchange Div.
PUB DATE	Aug 86
NOTE	93p.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	Check Lists; *Conferences; *Inservice Education; *Institutes (Training Programs); *Planning; Postsecondary Education; *Program Development; Program Implementation; Records (Forms); *Volunteer Training
IDENTIFIERS	*Peace Corps

ABSTRACT

This manual is intended to assist those Peace Corps field staff and volunteers who are considering or planning an all-volunteer conference (that is, an inservice event that is designed to provide personal, programmatic, and technical support to Peace Corps volunteers). The first chapter reviews current practices (including objectives, designs, and themes) in all-volunteer conferences throughout the Peace Corps. Chapter 2, which is devoted to the process of planning an all-volunteer conference, covers procedures for deciding to have a conference, organizing a conference committee, determining a conference's objectives and design, developing conference themes and an agenda, planning evaluation and follow-up activities, and taking care of all the logistical details involved. The third chapter discusses procedures for implementing conference plans; making a final check of committee responsibilities, the conference agenda, and conference facilities and arrangements; activating and monitoring the agenda; carrying out a conference evaluation; and conducting closure and follow-up activities. Appendixes include 15 sample session plans of five conference themes (volunteer support issues, host country political and development issues, program and training review, learning/sharing opportunities, and relationships and renewal); suggestions for planning recreational and social events; sample forms; and a conference planning checklist. (MN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

CE

ED288057

PLANNING AND CONDUCTING

ALL VOLUNTEER CONFERENCES

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

Peace Corps
INFORMATION COLLECTION & EXCHANGE
TRAINING MANUAL NO. T-44

CE048954

BEST COPY AVAILABLE

INFORMATION COLLECTION & EXCHANGE

Peace Corps' Information Collection & Exchange (ICE) was established so that the strategies and technologies developed by Peace Corps Volunteers, their co-workers, and their counterparts could be made available to the wide range of development organizations and individual workers who might find them useful. Training guides, curricula, lesson plans, project reports, manuals and other Peace Corps-generated materials developed in the field are collected and reviewed. Some are reprinted "as is"; others provide a source of field based information for the production of manuals or for research in particular program areas. Materials that you submit to the Information Collection & Exchange thus become part of the Peace Corps' larger contribution to development.

Information about ICE publications and services is available through:

Peace Corps
Information Collection & Exchange
Office of Training and Program Support
806 Connecticut Avenue, N.W.
Washington, D.C. 20526

Add your experience to the ICE Resource Center. Send materials that you've prepared so that we can share them with others working in the development field. Your technical insights serve as the basis for the generation of ICE manuals, reprints and resource packets, and also ensure that ICE is providing the most updated, innovative problem-solving techniques and information available to you and your fellow development workers.

Peace Corps

Since 1961 when the Peace Corps was created, more than 80,000 U.S. citizens have served as Volunteers in developing countries, living and working among the people of the Third World as colleagues and co-workers. Today 6000 PCVs are involved in programs designed to help strengthen local capacity to address such fundamental concerns as food production, water supply, energy development, nutrition and health education and reforestation.

Peace Corps overseas offices:

BELIZE
P.O. Box 487
Belize City

BENIN
BP 971
Cotonou

BOTSWANA
P.O. Box 93
Gaborone

BURKINA FASO
BP 537
Ouagadougou

BURUNDI
BP 1720
Bujumbura

CAMEROON
BP 817
Yaounde

CENTRAL AFRICAN REPUBLIC
BP 1080
Bangui

COSTA RICA
Apartado Postal
1266
San Jose

DOMINICAN REPUBLIC
Apartado Postal
1412
Santo Domingo

EASTERN CARIBBEAN
Including: Antigua, Barbados, Grenada, Montserrat, St. Kitts-Nevis, St. Lucia, St. Vincent, and Dominica
Peace Corps
P.O. Box 696-C
Bridgetown, Barbados
West Indies

ECUADOR
Casilla 635-A
Quito

FIJI
P.O. Box 1094
Suva

GABON
BP 2098
Libreville

GAMBIA, The
P.O. Box 582
Banjul

GHANA
P.O. Box 5796
Accra (North)

GUATEMALA
6 ta. Avenida
1-46 Zone 2
Guatemala City

HAITI
c/o American
Embassy
Port-au-Prince

HONDURAS
Apartado Postal
C-51
Tegucigalpa

JAMAICA
a Musgrave Avenue
Kingston 10

KENYA
P.O. Box 30518
Nairobi

LESOTHO
P.O. Box 554
Maseru

LIBERIA
Box 707
Monrovia

MALAWI
Box 208
Lilongwe

MALI
BP 85
Box 564

MAURITANIA
BP 222
Nouakchott

MICRONESIA
P.O. Box 9
Kolonia Pohnpei
F.S.M. 96941

MOROCCO
I, Zanquat
Benzerte
Rabat

NEPAL
P.O. Box 613
Kathmandu

NIGER
BP 10537
Niamey

PAPUA NEW GUINEA
P.O. Box 1790
Boroko
Port Moresby

PARAGUAY
Chaco Boreal
162 c/Mcal. Lopez
Asuncion

PHILIPPINES
P.O. Box 7013
Manila 3129

RWANDA
BP 28
Kigali

SENEGAL
BP 2534
Dakar

SEYCHELLES
Box 564
Victoria MAHE

SIERRA LEONE
Private Mail Bag
Freetown

SOLOMON ISLANDS
P.O. Box 547
Honiara

SRI LANKA
5075 Siripa Road
Colombo 5,

SUDAN
Djodi Deutsch
Administrator/PCV'
c/o American Embas
Khartoum

SWAZILAND
P.O. Box 362
Mbabane

TANZANIA
Box 9123
Dar es Salaam

THAILAND
242 Rajvithi Road
Amphur Dusit
Bangkok 10300

TOGO
BP 3194
Lome

TONGA
BP 147
Nuku'Alofa

TUNISIA
BP 96
1002 Tunis
Belvedere
Tunis

WESTERN SAMOA
Private Mail Bag
Apia

YEMEN
P.O. Box 1151
Sana'a

ZAIRE
BP 697
Kinshasa

PLANNING AND CONDUCTING

ALL VOLUNTEER CONFERENCES

Prepared for Peace Corps by

Sarah Hall Goodwin

August 1986

ACKNOWLEDGEMENTS

Preparation of this manual would not have been possible without the cooperation of Peace Corps field and Washington staff, past and present, and Peace Corps contractors who have conducted All Volunteer Conferences. Those who generously gave their time for interviews or for locating information include the following:

Turget Akter
Barbara Belding
Linda Borst
David Burgess
Charlie Graham
Dick Haag
Sandra Robinson
Lee Jennings
Hope Johnson
Maria Lameiro
Bill Lovelace
Louise McCoy
Jan McMahon
Allison Moore
Marty Mueller
Jody Olsen
Chris Pelton
Susan Ponemon
Gene Rigler
Arthur Rogers
Teresa Shilling Terrell
Linda Vorhis
Katie Wheatley
Pat York

In addition, written reports on AVCs held in 18 countries were the source of much of the information in Chapter One and many of the suggestions on planning, and also were the basis for most of the content and much of the methodology for the sample sessions in Appendix A.

At least one country, Lesotho, merits special mention because of the quantity and quality of documentation provided on the 1985 AVC and adapted for inclusion in this manual. The content and methodology of the first three sample sessions on the theme of program review and evaluation are based on the 1985 AVC in Morocco. The other countries are: Botswana, Burkina Faso, Burundi, Costa Rica, Dominican Republic, Ghana, Honduras, Kenya, Mali, Paraguay, Rwanda, Seychelles, Solomon Islands, Thailand, The Gambia, Western Samoa.

Two published guides to conference planning--The Conference Book by Leonard and Zearce Nadler and Conference Planning by W. Warner Burke and Richard Beckhard-- provided many ideas on conference mechanics and methodologies.

Finally, the author is most appreciative of the guidance, support, and extensive editing provided by Michael Mercil, Training Director for the Office of Training and Program Support, who originated the concept of this manual.

Judy Conway designed the graphics.

INTRODUCTION TO GUIDELINES

This manual is designed for the use of Peace Corps field staff and Volunteers who are considering or planning an All Volunteer Conference (AVC). What is an All Volunteer Conference? Beyond the obvious fact that it is a conference attended by all the PCVs in a given country, an AVC can be best thought of as one of the whole series of in-service events (the IST track) designed to provide personal, programmatic, and technical support to Volunteers.

These in-service training events may have different names in different countries: early service or mid-service conference, job conference, sector workshop, project meeting, language and technical workshop, and close of service (COS) conference. Many of their functions overlap, and countries have varying combinations of events. The AVC is different from the rest of the IST track in its inclusiveness and in being optional, rather than mandated by Peace Corps policy.

How will these Guidelines help planners? Chapter One offers a brief review of current practices in All Volunteer Conferences throughout the Peace Corps world. It reports on objectives, designs, and themes of AVCs held in 1984-85.

Chapter Two discusses the entire planning process for an AVC, primarily on the basis of recommendations of AVC leaders, organizers, and facilitators, with some additional suggestions from professional conference experts. It deals with how to decide on having an AVC; organize an AVC committee; determine conference goals, objectives, and design; develop conference themes, sessions, and agenda; plan evaluation and follow-up; take care of the myriad logistical details required.

Chapter Three deals with implementation of these plans just previous to the AVC and at the conference site: the final check of committee responsibilities, agenda, facilities, and arrangements; activating and monitoring the agenda; carrying out evaluation, and conducting closure and follow-up activities.

Appendix A provides 15 sample session plans on the five conference themes. Appendix B has additional suggestions for planning recreation and social events, and Appendix C includes sample forms for needs assessment, session planning, session organizer's report, participant evaluations, letters announcing the AVC, leave request for PCVs, the final AVC report. Appendix D is a conference planning checklist.

Much of the material in Chapters Two and Three and the Appendices can be used with minor modifications in planning other IST events, such as early- and mid-service conferences, sector workshops, job conferences, and project meetings.

TABLE OF CONTENTS

ACKNOWLEDGEMENTS i

INTRODUCTION TO MANUAL iii

TABLE OF CONTENTS

Chapter One - OVERVIEW OF THE ALL VOLUNTEER CONFERENCE 1

A. REPORT ON CURRENT PRACTICES 1

1. Frequency and Length 1
2. Planning and Leadership 1
3. Participants 1
4. Relation to Other In-Service Events 2

B. MAJOR GOALS AND THEMES OF RECENT AVCS 2

1. Volunteer Support Issues 2
2. Host Country Political and Development Issues 3
3. Program and Training Review 3
4. Learning/Sharing Opportunities 4
5. Recreation, Relationships, Renewal 4

Chapter Two - PLANNING FOR THE ALL VOLUNTEER CONFERENCE 5

A. DECIDING TO HAVE AN ALL VOLUNTEER CONFERENCE 5

1. Determine if Funds Are Available 5
2. Look at the Pros and Cons 5
3. Review Peace Corps Needs 6
4. Review the Potential of the AVC 6
5. Review Other IST Events 6
6. Consider the Best Use of PCV Time 6
7. Consider the Number of Participants 6
8. Determine the Availability of Leadership 6

B. EARLY PLANNING ACTIVITIES 7

1. Select Dates 7
2. Create an AVC committee 7
3. Carry Out a Needs Assessment 8
4. Determine Conference Goals and Objectives 8
5. Create a Preliminary AVC Design 9
6. Determine Facilitator/Trainer Needs 11

C. DEVELOPING THE AVC PROGRAM 11

1. Understanding Participant Needs 11
2. Need for Process, Content, and Social Sessions 12

3. The Need for a Variety of Approaches 12
4. Working with Conference Themes 18
5. Developing the Session Plan 22
6. Suggestions for Scheduling 23
7. The Role of Evaluation 24
8. Follow-Up Mechanisms 26

D. PROVIDING LOGISTICAL SUPPORT 26

1. Budget control 26
2. Site selection and arrangements 27
3. Invitations, announcements, and registration 27
4. Participants' packets 28
5. Equipment and Supplies 29

Chapter Three - CONDUCTING THE ALL VOLUNTEER CONFERENCE 31

A. FINAL PRE-CONFERENCE COMMITTEE MEETING 31

B. ROLE OF THE STEERING COMMITTEE 31

C. FINAL CHECK OF CONFERENCE FACILITIES 31

D. IMPLEMENTING THE AVC SCHEDULE 32

E. CONFERENCE FOLLOW-UP 32

1. Site Closure 32
2. Follow-Up from Peace Corps Office 32

APPENDICES 35

A. SAMPLE SESSION PLANS 37

B. PLANNING RECREATION AND SOCIAL EVENTS 69

C. SAMPLE CONFERENCE FORMS 71

D. CONFERENCE PLANNING CHECKLIST 87

REFERENCES 91

Chapter One

OVERVIEW OF THE ALL VOLUNTEER CONFERENCE

A. REPORT ON CURRENT PRACTICES

The first step in preparing this manual was to find out which Peace Corps countries have been holding All Volunteer Conferences over the past few years and what has been their experience. This chapter is a summary of what was learned by 1) interviewing Peace Corps staff and contractors who have conducted AVCs, 2) looking through all 1986 Country Management Plans and those of the Africa region for 1985, and 3) reading written reports on AVCs which staff or Volunteers from 19 countries thoughtfully documented and sent to Washington.

A majority of Peace Corps countries hold an annual All Volunteer Conference. In 1985-86 at least 35 countries had one scheduled. Those countries where AVCs are not held tend to be large and/or have unusual travel difficulties, for example, Zaire, Nepal, the Eastern Caribbean, and the Philippines.

1. Frequency and Length

Most countries hold AVCs once a year. In three or four countries they are held twice a year, and in a few others every two years, or as needed. AVCs last from one to five days, with the majority averaging three days.

2. Planning and Leadership.

Planners may be staff, Volunteers, or a combination. In some cases the Peace Corps Country Director (PCD) takes the lead; in others it is an Associate Peace Corps Director (APCD) or the contract Training Director. In several countries Volunteers plan and run the AVC on their own. In about a fourth of the countries which have AVCs outside facilitators are used--a personal service contractor who conducts other Peace Corps training workshops or conferences or Peace Corps staff from another country.

In some countries planning begins five or six months in advance. In others, logistics were planned a few weeks ahead and the agenda determined the week before the conference.

3. Participants

Volunteers and staff, of course, are the basic conference group, though attendance is not necessarily 100 percent of either. In one country Volunteers included not only the U. S. Peace Corps, but also volunteers from three

other countries, the United Nations, and church groups. In another situation PCVs from two small, geographically adjacent countries held a combined AVC. Host country officials, including Volunteer counterparts, almost always attend at least part of the AVC, as well as the American Ambassador and other representatives from the American Embassy.

4. Relation to Other In-Service Events

Many AVCs stand alone, but there is a strong tendency to schedule them following or preceding other events, such as a mid-service conference, a language workshop, or more frequently a COS conference. There are obvious economies of funds and Volunteer travel time in such scheduling. The AVC also may include sector, project, or training group meetings.

B. MAJOR GOALS AND THEMES OF RECENT AVCS

The goals of the AVCs surveyed are concerned with the whole gamut of Peace Corps field issues. These goals and the themes developed to achieve them can be summarized as follows:

1. Volunteer Support Issues

Goal: To deal with administrative, logistical, and PCV lifestyle issues and at times to respond to a crisis or emergency, such as Volunteer personal safety in situations of widespread sexual harassment or local political unrest.

Volunteer support themes include:

--Volunteer physical and mental health, with the latest advice on preventative health care from the Peace Corps Medical Officer and a variety of mental health themes: avoiding alcohol dependence, stress management, peer counselling, family and spouse needs.

--Volunteer safety and security: how to deal with sexual harassment, thefts and robberies, natural disasters, political turmoil.

--Staff-Volunteer communication problems, especially those resulting from excessive staff turnover and sometimes certain Volunteer terminations.

--A plethora of administrative issues: living allowances, cost-of-living surveys, mail, supplies,

extensions, the Volunteer lounge, library, motorcycles, motorcycles, and motorcycles.

--The Volunteer Advisory Council (VAC) business meeting and election of representatives. (Other names for this body are Volunteer Advocacy Council and Volunteer Liaison Committee.)

2. Host Country Political and Development Issues

Goal: To inform Volunteers on current political and economic developments and the U. S. policy in the region.

These topics are frequently addressed by the American Ambassador, the Embassy Political or Public Affairs Officer, the USAID Director, or the Peace Corps Country Director. Films and TV clips were often used--for example, Ted Koppel's Nightline series on South Africa. Discussion of the host country development plan and Peace Corps' role in development are frequent agenda items.

3. Program and Training Review

Goal: To seriously and comprehensively review country programming and training.

Programming issues are approached from the country level to the project and individual Volunteer level. A few countries use the occasion for an in-depth, comprehensive country program evaluation resulting in Volunteer and staff recommendations for future program and training directions. Several countries make use of the Country Program Review-Monitoring (CPR-M) system results to identify issues for discussion or take advantage of the AVC to administer CPR-M Volunteer questionnaires.

Some AVCs deal with programming issues on a sector or project level in much the same manner as in early or mid-service conferences, sector or project workshops, or job conferences: PCVs meet by sector or project to report on activities and plans, meet with program managers and host country officials, and share information, experiences, and ideas.

Program and project review and evaluation usually involve training issues. Volunteers give feedback on their own pre-service training, make recommendations for improvements, do task analyses for PCV jobs, help write TAC sheets, and review future training plans.

4. Learning/Sharing Opportunities

Goal: To provide brief training sessions on specific technical, cross-cultural, or community development skills.

Although provision of training is not the primary focus of most AVCs, many offer brief sessions or workshops on skills for secondary activities, such as simple bookkeeping, basic construction techniques, building ferro-cement tanks for water storage, renewable energy through photovoltaic cells, fuel-efficient stoves, project planning, resource mobilization, proposal writing. Cross-cultural skills include those which affect transfer of skills and knowledge, working with counterparts, and the Volunteer's everyday social and personal life.

5. Recreation, Relationships, Renewal

Goal: To fulfill social, communication, and morale needs; to give Volunteers a broader perspective and a chance to get acquainted.

Meeting social and recreational needs of Volunteers is a legitimate function of the AVC: in a few countries it is the primary purpose. Many AVCs are organized around a Fourth of July celebration or the traditional Thanksgiving dinner. Other social events include formal dinners, picnics, and barbecues, dances, films, talent shows, music festivals, outdoor games and sports.

Chapter Two

PLANNING FOR THE ALL VOLUNTEER CONFERENCE

You are a Peace Corps decision maker confronting the question of including an All Volunteer Conference in the in-service events of the year. What do you do first? This chapter discusses the necessary steps in deciding on and planning an AVC.

A. DECIDING TO HAVE AN ALL VOLUNTEER CONFERENCE

1. Determine if Funds Are Available

The first question is whether the AVC, or the potential for staging one, is budgeted and approved in your CMP-B.

2. Look at the Pros and Cons

Several former country directors who were interviewed have strong feelings about the value of the AVC, based on their individual experiences. Some are opposed to scheduling an AVC and taking Volunteers away from their sites unless there are significant overall issues which cannot be dealt with any other way. Their opinion is that sector, project, and training group meetings are more appropriate in dealing with most questions and that AVCs should not duplicate their functions, especially considering PCV travel time and costs and staff time. Some PCDs consider the size of the Peace Corps a crucial factor and recommend against AVCs in countries with more than 100 Volunteers. A larger number, they believe, creates a group that is too unwieldy and difficult to arrange for logistically.

Other PCDs are strong supporters of AVCs at least every two years--every year if money and geography allow. One values them above mid-service conferences and project or sector meetings, because in the AVC setting sectoral problems are put in a broader context. For example, PCVs at a project or sector meeting may see a problem as due to staff or host country agency weakness, whereas in a multi-sectoral setting they can understand that it is a structural issue due to the nature of development in that country.

Another opinion is that the AVC is the one legitimate occasion when all sectors are assembled and successes can be shared and recognized. The social process minimizes the distance between staff and Volunteers and can heighten morale and pride in being a Peace Corps Volunteer.

3. Review Peace Corps Needs

Look at facts and opinions accumulated through the CMP-B process, the CPR-M system, ongoing project and sector evaluations, and Volunteer and staff feedback. What problems and needs might be better addressed through an AVC than through other IST events?

4. Review the Potential of the AVC

Review the general purposes and major themes of the AVC in Chapter 1, select those which correspond to your needs, and decide which can best be developed in an AVC and which in other in-service events. It is crucial to have a clear purpose for the conference, both in relation to other in-service plans and in regard to desired outcomes.

5. Review Other IST Events

Tradition too often determines what kinds of in-service events are provided for Volunteers. It is a good idea to review the whole IST track (the complete series of Volunteer support and training activities) in terms of overall needs and objectives and determine the role of the AVC in that broad context.

6. Consider the Best Use of PCV Time

Staying in the context of the whole IST track, take into consideration the maximum amount of time PCVs should be away from their sites and the best use of that time.

7. Consider the Number of Participants

If there are more than 80-100 Volunteers, at least two questions must be answered: (a) Are suitable accommodations available with adequate and sufficient meetings rooms? (b) Can the leadership and committee manage this number at one time? Running a conference of 100 or more people requires more work and different methods from conducting a sector meeting of 40-50 participants.

8. Determine the Availability of Leadership

Find out if leadership for conference planning is available. Although most of the work can and probably should be done by Volunteers, someone has to take a leadership role as Coordinator. The really successful AVCs seem to require 10 to 15 percent of someone's work

time for six months previous to the conference and almost full time three or four weeks ahead. That person could be Peace Corps staff, contract training staff, an ex-PCV still in country, a PCV whose primary job is completed, or some other capable local person on a personal service contract. Even though a Peace Corps staff person is not the Coordinator, it is recommended that at least one staff person participate full in the planning.

B. EARLY PLANNING ACTIVITIES

If after using the above factors as a filter for your AVC decision, the decision is to proceed, get the planning process moving by taking the following actions six to eight months before the AVC is to be held:

1. Select Dates

   Many AVCs are scheduled to include celebration of the Fourth of July, Thanksgiving, or Christmas. Local holidays must be considered for the various effects they may have on the AVC. If the conference must be held in the capital city, allow time for PCV business before or after the AVC and emphasize the importance of attendance at all sessions.

2. Create an AVC committee

   The first step is to line up a Coordinator, exploring the staffing possibilities suggested in No. 8 above. Then determine the best way to secure additional members in order to ensure wide participation by PCVs and to distribute the work load. The Volunteer Advisory Committee (VAC) could select or recommend committee members. Or, you could let the coordinator devise a system for securing a dedicated and hard-working committee. The needs assessment should turn up potential members.

   As soon as the AVC committee has a Coordinator and a few key members, this group can begin to work on the rest of the early planning tasks: needs assessment, goals and objectives, additional staffing, and preliminary AVC design.

   When the full committee is in place, responsibilities for carrying out all tasks can be distributed. There are three categories of jobs to be done:

--developing the program,
--providing logistical support, and
--conducting the conference.

A subcommittee should be assigned to each category:

--a Program Committee,
--a Logistics Committee, and
--a Steering Committee.

The functions of the Program and Logistics committees are outlined in Sections C and D below. The Steering Committee will include the Coordinator and one or two persons each from the Program and Logistics committees. It will be activated at the final pre-conference meeting of the AVC committee. Its functions are described in Chapter 3.

Responsibilities of the AVC Coordinator are to guide, monitor, and support the whole process of planning, implementation, evaluation, and follow-up of the conference.

3. Carry Out a Needs Assessment

Get out a needs assessment questionnaire to all PCVs and staff as soon as possible. Input from both is crucial. The needs assessment can invite PCVs to volunteer for AVC responsibilities and to propose topics and formats for sessions. A sample needs assessment form can be found in Appendix C, p. 71.

4. Determine Conference Goals and Objectives

Being clear about the purpose of the conference is essential to a successful AVC. Preliminary goals and objectives should have emerged while you were considering Peace Corps needs and AVC potential in steps No. 3 and 4 of the decision-making process. Now compile and review results of the needs assessment and review the overall goals and themes summarized in Chapter 1, pages 2-4. With this background you will be able to select clear and specific goals and objectives.

An illustration of how four countries developed and stated their specific goals and objectives can be seen in Figure 1. Reading these goals and objectives, you will find that all can be classified under those five overall themes of Chapter 1:

--Volunteer support issues,
--Host country political and development issues,

--Program and training review,
--Learning/sharing opportunities,
--Recreation, relationships, and renewal.

A further note: Peace Corps defines a goal as a desired result or change which contributes directly to the solution of a problem and objectives as a series of steps or activities which leads to the realization of the goal.

5. Create a Preliminary AVC Design

The AVC goals and objectives will determine which of the following types of activities will characterize your AVC:

--information giving
--problem solving
--experience and opinion sharing
--generating new ideas
--fact-finding
--decision making
--learning, training
--getting acquainted and communicating,
--inspirational and morale building.

The types of activities will determine the mix of methodologies. For example, an AVC designed primarily for information giving might schedule more general than small-group sessions as the most effective way to get facts across to the entire group. AVCs held primarily for inspirational and morale building might also emphasize general sessions, including social events.

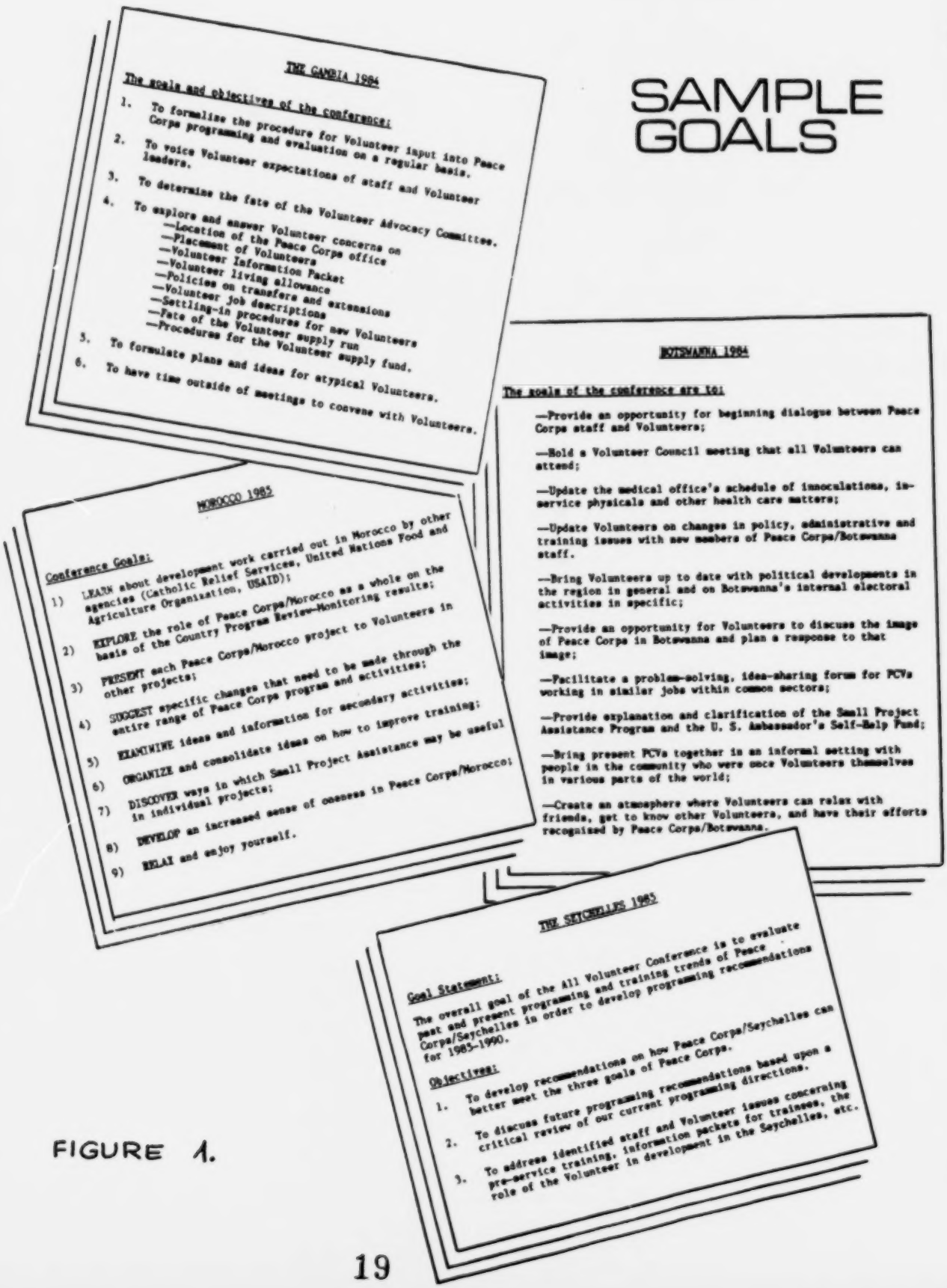
On the other hand, an AVC designed for problem solving, sharing experiences and ideas, getting acquainted, learning and training, or generating new ideas would most certainly break into small groups for most sessions. Obviously, whatever the emphasis, an AVC will include both small and large groupings.

Conference objectives also determine

--the length of the conference,
--who attends,
--the theme and a logo, if desired,
--the resource people and materials needed.

A brief theme which reflects the purpose and content of the AVC can be helpful in promoting and unifying the conference. One AVC committee designed a logo which reflected the local culture, which was used on correspondence, programs, and even stamped on T-shirts

SAMPLE GOALS



THE GAMBIA 1984

The goals and objectives of the conference:

1. To formalize the procedure for Volunteer input into Peace Corps programming and evaluation on a regular basis.
2. To voice Volunteer expectations of staff and Volunteer leaders.
3. To determine the fate of the Volunteer Advocacy Committee.
4. To explore and answer Volunteer concerns on
   —Location of the Peace Corps office
   —Placement of Volunteers
   —Volunteer Information Packet
   —Volunteer living allowance
   —Policies on transfers and extensions
   —Volunteer job descriptions
   —Settling-in procedures for new Volunteers
   —Fate of the Volunteer supply run
   —Procedures for the Volunteer supply fund.
5. To formulate plans and ideas for atypical Volunteers.
6. To have time outside of meetings to convene with Volunteers.

BOTSWANNA 1984

The goals of the conference are to:

—Provide an opportunity for beginning dialogue between Peace Corps staff and Volunteers;

—Hold a Volunteer Council meeting that all Volunteers can attend;

—Update the medical office's schedule of innoculations, in-service physicals and other health care matters;

—Update Volunteers on changes in policy, administrative and training issues with new members of Peace Corps/Botswanna staff.

—Bring Volunteers up to date with political developments in the region in general and on Botswanna's internal electoral activities in specific;

—Provide an opportunity for Volunteers to discuss the image of Peace Corps in Botswanna and plan a response to that image;

—Facilitate a problem-solving, idea-sharing forum for PCVs working in similar jobs within common sectors;

—Provide explanation and clarification of the Small Project Assistance Program and the U. S. Ambassador's Self-Help Fund;

—Bring present PCVs together in an informal setting with people in the community who were once Volunteers themselves in various parts of the world;

—Create an atmosphere where Volunteers can relax with friends, get to know other Volunteers, and have their efforts recognized by Peace Corps/Botswanna.

MOROCCO 1985

Conference Goals:

1) LEARN about development work carried out in Morocco by other agencies (Catholic Relief Services, United Nations Food and Agriculture Organization, USAID);
2) EXPLORE the role of Peace Corps/Morocco as a whole on the basis of the Country Program Review-Monitoring results;
3) PRESENT each Peace Corps/Morocco project to Volunteers in other projects;
4) SUGGEST specific changes that need to be made through the entire range of Peace Corps program and activities;
5) EXAMINE ideas and information for secondary activities;
6) ORGANIZE and consolidate ideas on how to improve training;
7) DISCOVER ways in which Small Project Assistance may be useful in individual projects;
8) DEVELOP an increased sense of oneness in Peace Corps/Morocco;
9) RELAX and enjoy yourself.

THE SEYCHELLES 1985

Goal Statement:

The overall goal of the All Volunteer Conference is to evaluate past and present programming and training trends of Peace Corps/Seychelles in order to develop programming recommendations for 1985-1990.

Objectives:

1. To develop recommendations on how Peace Corps/Seychelles can better meet the three goals of Peace Corps.
2. To discuss future programming recommendations based upon a critical review of our current programming directions.
3. To address identified staff and Volunteer issues concerning pre-service training, information packets for trainees, the role of the Volunteer in development in the Seychelles, etc.

FIGURE 1.

sold at the conference. (See Figure 4) The theme and logo may also be used on name tags, posters, flyers, and conference forms.

Another factor to be considered in conference design is the local culture. How are conferences structured in the host country? What aspects of the way things are done in the host culture should be incorporated in the AVC? Which ones should be avoided?

6. Determine Facilitator/Trainer Needs

An outside consultant or trainer could be helpful in the following ways:

--planning and organizing the AVC in the early stages,

--training group leaders in discussion and problem-solving skills just before the AVC,

--providing training or expertise in a specific area such as community development, program review, or area development issues,

--serving as an objective mediator to enhance staff-PCV communication in situations of misunderstanding and conflict.

C. DEVELOPING THE AVC PROGRAM

1. Understanding Participant Needs

Basic to effective program planning is an understanding of participants' needs, interests, and expectations. The needs assessment which helped determine goals and objectives will provide much of this understanding.

Program planners must also take into consideration the unexpressed needs of AVC participants. They need free time for relaxation, reflection, informal conversations, as well as structured social events and recreation. They need opportunity to express anger, anxiety, frustration, confusion in constructive ways, as well as to receive information on Peace Corps administrative policies. They need opportunity share their learnings and accomplishments, as well as to participate in informative and instructional sessions which respond to their expressed needs.

2. Need for Process, Content, and Social Sessions

Also essential to good program planning is to understand the need for process and social sessions, as well as for content sessions. Content sessions necessarily require our main attention, but process and social sessions require careful planning also. Process sessions make it possible for the AVC to function smoothly and move toward stated goals. They provide ways to deal with issues not on the conference agenda and to respond to unanticipated needs.

Some of the process sessions found in recent AVCs are the following:

--Welcome, Get-Acquainted, Explanation of Facilities
--Introductions, Ice Breaker
--Overview of Schedule and Logistics
--Review and Adjustment of Agenda
--Goals, Expectations, Scheduling, Norms
--Fruit Break
--Photo Break
--Mid-Conference Feedback and Adjustment
--Planning for Follow-Up and Site Linkage
--Evaluation
--Unfinished Business, Volunteer-Staff Commitments
--Conference Summary and Closure

Social and recreational events also help create the atmosphere in which the AVC objectives can be best accomplished, as well as one in which Volunteers can relax with friends, get to know each other, and have fun. Suggestions for planning social events and recreation are found in Appendix B.

3. The Need for a Variety of Approaches

a. PCVS as Adult Learners. Peace Corps training philosophy on adult learners is relevant also to the AVC. Methodologies must show respect for Volunteers as adults possessing varied individual skills and experiences and involve them actively. Sessions must be experiential and participatory as well as information-giving. Lectures and presentations in general sessions should be kept to a minimum and provide for participant reaction and response. Small groups should be provided to involve PCVs in discussing and working out problems.

b. Various Groupings and Their Purposes. In Figure 2 is found a listing of various types of conference groupings, the kind of subject matter for which each

grouping is best suited, and the number of participants. This table will provide some useful background before we consider these groupings in more detail.

CONFERENCE GROUPINGS

Grouping	Kinds of Subject Matter	Group or Number of Participants
General sessions	Information giving Orientation Reporting to total group Demonstrations Speeches, lectures	Total conference group
Plenary sessions	General session for official action, such as the annual meeting of the Volunteer Advisory Council.	All PCVs
Work groups	Work on a problem in order to produce a recommendation or finding; report usually expected; may meet once or several times.	Usually not more than 10-20 to allow maximum participation
Special interest groups	Composed around common interests of participants in a problem or job; exchange of opinions, ideas, experiences; usually no action required, although findings may be produced.	10-20
Application groups	Designed to apply new learnings or information to specific situations of participants.	7-15
Skill practice groups	Used in workshops and institutes to give members practice opportunities in topics being studied.	12-18

FIGURE 2
(Adapted from Conference Planning by Burke and Beckhard)

c. Methodologies. Now we will take a look at (1) the types of presentations which can be employed at general sessions, (2) ways to actively involve participants at general sessions, and (3) various kinds of small group methodology. (Most of the definitions of methodologies which follow are based on those in The Conference Book by the Nadlers.)

(1) General Session Presentations

There are numerous ways to present material to large groups beyond having a speaker, and there is no one right way to deal with a given subject. Planners have to consider the nature of the material as well as the situation in which it will be presented. The following list of kinds of large group presentations will help decide which are appropriate for the subjects that require a general session.

--Speaker unassisted: most appropriate for lecture, personal experience, information giving, inspiration.

--Speaker with visuals: to describe technical and complex subjects or deal with controversial matters.

--Demonstration: to show how to perform an act or use a procedure. Participants can be involved by providing an opportunity to practice what they have observed.

--Audio-visuals: films, video cassettes, slide sets with audio cassettes.

--Role play: a spontaneous dramatization in which the general outlines of a situation are presented, each participant is given a written description of his/her role, and the players interact.

--Skit: a rehearsed dramatic presentation where each player has designated lines (as opposed to the role play where no lines are given).

--Panel: a group of two or more persons who have a discussion in front of a larger audience. It is not a series of speeches but a purposeful discussion usually with a moderator.

--Symposium: a series of related speeches by different people guided by a moderator.

--Colloquy: a discussion between two teams representing different points of view.

--Dialogue: a conversation between two individuals in front of a large group.

--Interview: a presentation conducted before an audience in which a resource person is questioned by an interviewer. There can be several interviewers for one resource person, in which case the presentation would be called an interview panel.

(2) Involving Participants

General sessions are more effective if followed by some type of audience participation. Some of the tested ways of involving listeners or viewers are the following:

--Forum or question period: a period of open discussion by the audience following a panel, debate, colloquy, or speech. These work best in smaller, informal groups. In larger groups, especially, wider participation is encouraged if questions are written down, collected, and screened before being passed on to the speaker, or whoever is questioned.

Question periods are an important part of the program, not merely an appendage. They should be scheduled with adequate time, located where they are most pertinent in the schedule, and handled effectively.

--Audience reaction team: several individuals representing various sectors, projects, or regions of the Peace Corps group who question a speaker or speakers after the presentation. The team should be pre-selected and instructed on their task.

--Buzz groups: the term applied to the division of an audience into groups of 6-10 persons to get wide participation quickly on a limited subject. Buzz groups are useful (a) to give everyone a chance to react to a speech or presentation and discuss its application; (b) to sample audience opinion about an issue or a decision to be made; (c) to enable participants to share their experiences in a specific area.

Be sure to make clear to the participants the task and the procedure. The groups will not need a convener, but should select a recorder who will report back to the general session after 10 or 15 minutes. Buzz groups won't work if the task is too complex.

--Dyads: really a two-person buzz group, often used in a general session by having each participant turn to a neighbor to discuss or share one idea.

--"Graffiti" session: another technique to involve members of a large group. Flip charts are posted around the assembly room, and everyone is invited to write down their "graffiti"--questions and/or opinions on a given topic, or subjects they want to be taken up at the conference.

This activity may take place during an informal social hour preceding a speaker, panel, or other type of presentation. It could be useful at the opening session of an AVC which, for one reason or another, did not have sufficient prior input from PCVs. (In contrast to urban graffiti, no names are required.)

--Voting on topics: an exercise in which each participant is asked to vote on a list of possible topics to be covered by a panel or a speaker, selecting two to four topics in which they are most interested. The voting should take place at least several hours before the session involved in order to give time for compiling the votes and allowing the speaker or speakers to adjust the presentation.

(3) Small Group Methodology

Another way to ensure participation is to follow a general session with longer small group meetings in separate meeting places for work or discussion. These may be work groups, which have a specific task or problem to deal with and are expected to produce a plan of action, recommendations, findings, and a report, or discussion groups which for provide an exchange of ideas among participants. Such small group meetings may also stand alone without being preceded by a general session other than a brief introductory one for instructions.

Discussion groups are larger, meet longer, and are more structured than buzz groups. There is a focus to the discussion and a report or synthesis is usually required.

Both these kinds of groups may be selected at random or by sector, project, or geographic area, depending on their task. If possible, leaders for both work and discussion groups should be pre-selected and trained before the conference. This is especially important for groups with a complex task which will require several sessions to accomplish.

Small groups organized on the spot for a specific task may select their own leader and recorder. In this situation it becomes even more important for groups to receive clear instructions on procedures, tasks, meeting places, and time. Instructions could be printed in the programs as well as given orally.

To reinforce oral reports from small group sessions to the general session, provide each group several large sheets of newsprint on which to write their report. After the reports are presented, they can be posted in the assembly room.

Two other configurations which are useful for large or very large groups are the "trade fair" and concurrent workshop-type sessions.

The "trade fair" is designed to introduce a lot of information to a large group in one place at one time in a relaxed, informal, but purposeful manner. It involves setting up booths or tables where participants may look at exhibits, photos, drawings, projected visuals, browse through literature, view demonstrations, try out equipment, learn simple skills, ask questions of resource people, listen to recordings.

Concurrent sessions with a variety of formats have been used successfully at several AVCs. When there are several rounds of sessions, each round could include different aspects of one topic, for example, sessions on various secondary activities. Or each round could include sessions on a variety of topics. Rounds may be repeated to allow participants two selections from each group.

4. Working with Conference Themes

After looking at the various groupings and methodologies which can be used at an AVC, we can return to the overall conference goals and themes to be implemented by these methodologies.

To get an idea of how Peace Corps countries have developed these themes, session titles found in recent AVC programs are listed below. The titles are organized according to major themes. At the end of each theme is a list of the titles developed as sample generic in Appendix A.

Theme No. 1: Volunteer Support Issues

Policy and Issues with Staff
COS Administrative Procedures
Peace Corps Administration and Policy
Administrative Notes
Nuts and Bolts Issues--Staff
Motorcycle Policy

Suggestions for Improving Medical Services
Session with Medical Officer
Medical Issues, PCV Health and Safety
Malaria and Fevers, Skin Infections, Blood Slide Preparation
Avoiding Alcohol Dependency
Health: Limited Resource Cooking
Mental Health Video
First Aid

Volunteer Liaison Meeting
VAC Assessment
Black Sector Meeting
Older Volunteers' Meeting
Regional Meetings
Volunteer Council Meeting
VAC Elections: by Area and by Program
Role of the Volunteer Advocacy Committee

New Staff Orientation
Staff/Volunteer Mutual Expectations
Volunteer Concerns in The Gambia
Volunteer Expectations of Staff and Volunteer Leaders
Review of Peace Corps/Solomon Islands Handbook
Improving Volunteer-Staff Communication

Personal Safety Workshop
Emergency Plan
Selection of Regional Wardens

Personal Safety: Issues and Strategies
Mutual Support Techniques
Damage Repair after Break-Ins
Training in Self-Defense Techniques for Women
Ways to Avoid Becoming a Victim

Generic Sessions in Appendix A:

Volunteer Concerns (p.37)
Volunteer-Staff Mutual Expectations (p.39)
Meeting of Volunteer Advisory Council (p.41)
Review of Emergency Plan (p. 43)

Theme No. 2: Host Country Political and Development Issues

TV Clips - Nightline on South Africa
Current Political Situation in Morocco
Political Overview of Costa Rica: American Ambassador and Embassy Political Officer
Political Expression: Open Forum with PCVs
Current Political Situation in Morocco

U. S. Policy in South Africa
U. S. Policy in the Pacific by U. S. Embassy Representative

French Association of Volunteers for Progress
Non-Governmental Organizations (NGOs) in Mali
Development Agencies in Morocco: CRS, United Nations, USAID
Development Plans of the Government
National Development Plan
Film - "Edge of Survival"

Generic Sessions in Appendix A

Political Update on Regional Happenings (p. 45)
U. S. Policy in Host Country and/or Region (p. 47)
What Is Development in the Host Country (49)
Development Agencies in the Host Country (51)

Theme No. 3: Program and Training Review

Overview of PC/B History and Program Philosophy: Where Are We Going?
Expectations and Directions of Peace Corps/Kenya
Past, Present, and Potential Role of Peace Corps in the Solomon Islands by Some Leading Islanders
Peace Corps Role in Development from a Thai Perspective
PC/PCV in Development
Sectorial Presentations (repeated twice)
PCV Experience Exchange

PCVs Describe Peace Corps Projects and PCV Roles
Peace Corps Projects on Display
Introduction to Each Other's Jobs

Results of Country Program Review/Monitoring
The Three Goals of Peace Corps: How We Are Meeting or Not Meeting Them
Peace Corps/Burundi and Peace Corps/Rwanda: Future Directions
Program Discussion and Evaluation: Break Up into Program Groups
Volunteer Input into Programming and Evaluation
Peace Corps Programming through 1990
Future Programming Opportunities for Peace Corps/Solomon Islands

Sector Meetings
Job and Site Placement
Sector Reviews: Strengths, Weaknesses, Solutions
Sector Reviews: Engineering, Education, Health
Obstacles to Counterpart Placement
Integrating Volunteers into Community Life

A Look Back at CAST
Preparation of CAST Materials
Technical Education/Chemistry Training Preparation
Non-Technical Training Preparation
Pre-Service Training Review
Assessing Last Year's Learnings
Preparing Others for Living and Working Here
Task Analyses: Preparation for Pre-Service Training
Training: Past, Present, and Future
Making PST and IST More Appropriate to Volunteer Needs

Generic Sessions in Appendix A

The Peace Corps Role in Host Country Development (p. 53)
The Peace Corps Program in the Host Country (p. 55)
Country Program Review: Project Assessment (p 57)
Sector/Project Review (for Sector Workshops or Job Conferences (p. 59)
Training Review and Recommendations (p. 61)

Theme No. 4: Learning/Sharing Opportunities

Funding Panel: U. S. Embassy Self Help, USAID, USCC, CRS, LWA, SCF, SPA, Peace Corps Partnership
Report from Self Help and SPA Coordinators
Secondary Activities:
Estimating Building Costs
Gardening Tips
Simple Bookkeeping

Building Ferro-cement Tanks and Solar Water Heaters
Resource Mobilization
Report of SPAF Volunteer Committee
Secondary Project Funding by USAID and the American Embassy
Secondary Projects: Proposals and Funding
Proposal Writing
Simple Accounting

English as a Second Language
Career Counseling
Innovative Science Equipment
Extension Techniques
Functioning of Credit Union Coops
The Teacher as a Development Worker
People Management
Coop Lesotho
TEFL Workshop
Women in Development
Agriculture and Food Aid in Burundi
Renewable Energy Applications in the Solomons

Food Drying
Small Scale Irrigation
Silkscreening
Intensive Gardening
Using Puppets
Raising Small Animals
Soil Conservation and Composting
Community Organizing

Learn a Local Skill:
- Traditional Songs and Dances
- Basket Weaving
- Clay Work
- Hair Plaiting
- Knitting

Cross-Cultural Perceptions and Values
Cross-Cultural Implications of Skill Transfer
Working with Expatriates: a Ghanian View
Being Foreigners in Burundi and Rwanda, How Are We Viewed by Others? What Increases/Decreases Respect for Us?
Film: "The Gods Must Be Crazy"
Special Problems of Women in Western Samoan Culture
Creating a Social Life in a Male-Dominated Culture
The Arts in Ghana: National Arts Council Representatives
Introduction to Bureaucratic Effectiveness
Action Strategies for Counterpart Relationships
Movies: River Blindness, Schisto, Bolgatanga, and the Ya-Na of Yendi
Status of Women in Honduras
Improving Communication in Pijin and Local Languages

Career Decisions
Peer Counseling
Photography
Basic First Aid
Motorcycle Maintenance
Travel in Latin America
Writing Professionally

Generic Sessions in Appendix A

Learning/Sharing Opportunities (p. 63)

Theme No. 5: Rest, Renewal, and Relationships

Reception, including slide show of PCVs in Lesotho
Aerobics/exercise
Country Fair
Square Dance
Area Studies: Trivia Contest
Talent Show
Cocktails at DCM Residence
Peace Corps Olympics
Christmas Party
Reception for Present and Past PCVs at the American Meeting House
Cocktail Hour and Dinner
Peace Corps Commercials and Peace Corps Documentary
Volleyball, Tennis, and Aerobics
Stress Management: Massage
Beach Competitions: Tug of War, Crab Walk
Swearing in of New Volunteers
Ambassador's Breakfast
Bedouin Night

Generic Session in Appendix A:

Country Fair and Square Dance (p.67)

5. Developing the Session Plan

Responsibility for each session or group of sessions can be assigned to PCV session organizers. Session organizers may be members of the AVC committee or those who volunteered through the needs assessment. (Note the sample needs assessment questionnaire in Appendix C.)

Tasks to be accomplished by the session organizers are the following:

--Select methods and activities to carry out the objectives of the session.

--Contact outside speakers or resource persons where necessary.

--Determine resources needed: funds for honorarium, per diem, supplies, and services, such as photocopying, mass mailings, transportation, meeting place.

--If small groups are used, select leaders and plan to train them.

--Submit a session plan, using a sample session plan from Appendix A, if appropriate, or the blank form in Appendix C.

--Host visiting speakers and resource persons during the AVC.

--Write a short report after the AVC, using the report form in Appendix C.

--Write a note of appreciation to visiting speakers and resource people.

6. Suggestions for Scheduling

On the basis of the plans submitted by the session organizers, the AVC schedule can be developed. In planning the schedule, both the content of a session and the situation in which it takes place should be considered. For example, a keynote speech delivered first on the program before participants are ready to listen will not make much of an impact. In the same way, a summary given at the end of a long, hard day may fall on deaf ears.

It is important to think about the Volunteers' attitude toward each subject, the fatigue factor, and the relationship to other subjects on the program. Here are several questions to consider in scheduling the program:

--Where will this subject best fit into the program--morning? afternoon? evening?

--How does it fit into the objectives of the conference?

--How familiar are the Volunteers with the subject?

--What are their attitudes toward the subject? Is this a "hot," controversial subject?

--Would this be better handled in the total group or in small groups? Why?

--If small groups, should they be made up of Volunteers from the same project, sector, or region, or should the groups be mixed?

Another consideration in scheduling is the importance of leaving enough free time, since much of the essential communication takes place informally. On the other hand, AVC leaders have found that it is prudent not to leave large blocks of free time, especially in the evenings, which might be employed by a few in too much drinking or other nonconstructive activities. Evenings not used for work sessions may well be devoted to planned social events.

Attention should be given to opening the conference in a way that sets the desired tone and creates the atmosphere in which conference objectives can be achieved. Note the first five process session titles on page 12, which are opening sessions and which not only take care of conference mechanics, but also establish a tone of participation and sharing. Other possibilities are an informal social hour in a location where the AVC theme and logo are displayed and/or a keynote speaker on a topic which highlights the theme.

Equally crucial is closing the conference in a way that leaves participants with a sense of accomplishment and satisfaction. Unresolved issues should not be left dangling. As suggested under "Follow-Up Mechanisms," copies of action plans or memos of agreement which result from problem-solving sessions may be distributed at a closing session. Many AVCs have a closing social event such as a dinner or dance. As one conference expert put it: a good conference has a well-defined opening and an equally well-defined closing.

7. <u>The Role of Evaluation</u>

Getting feedback from participants during the conference will help in making necessary changes or adjustments in the program or arrangements. This can be done by means of a brief written evaluation at the end of each session or each day of the conference. It can also be accomplished by having reports at the meeting of the steering committee at the end of each day on the tone of the conference picked up at sessions and in informal conversations.

SAMPLE AGENDAS

THE HITCHCOCKS 1983

Thursday, September 3

Arrive Progata at 4 p.m. by Air Seychelles charter
Cocktail Hour and Dinner

Friday, September 4

7:30 - 8:30 Breakfast
8:30 - 9:30 Introduction to Conference
Volunteer Expectations
Administrative Announcements
The Three Goals of Peace Corps: How d
we apportion our best energies among them?
9:30 -12:00 Lunch and Run
12:00- 3:00 Sector Sessions
3:00 - 6:00 1. Agriculture
2. Education
3. Health

Saturday, September 7

7:30 - 8:30 Breakfast
8:30 -12:00 Working in Task Forces
12:00- 1:00 Lunch
Free Afternoon Working in Task Forces

Sunday, September 8

7:30 - 8:30 Breakfast
9:00 -12:00 Task Force Presentations and Conference
Recommendations/Closure
4:30 Depart Progata

BURUNDI/RWANDA 1983

April 7
1930 Check-In at Hotel Golden Tulip
Dinner, Overview of Schedule/Logistics

April 8
0830 Breakfast
0900 Goals, Expectations, Norms
1030 Introduction to Each Other's Jobs
1100 Break
Being Foreigners in Burundi and Rwanda: How
We Are Viewed by Others: Why? What Increases
or Decreases Respect for Us?
1230 End
1245 Lunch
1500 Assessing Last Year's Learnings
1600 Preparing Others For Living And Working Here
1730 Cultural Norms
End

April 9
0930 Film, "The Gods Must Be Crazy", at USIS
1030 Breakfast
1100 PC/Burundi and PC/Rwanda Future Directions
Break
1230 Task Analyses/Preparation for Pre-Service
1245 Training
1500 End
Lunch
1630 Agriculture & Food Aid in Burundi: USAID staff
1730 PC/Rwanda Separate Group Meeting
Proposals and Funding for Secondary Projects
End

April 10
0830 Breakfast
1030 Medical Issues, PCV Health and Safety: M.D.
1100 Break
1230 Peace Corps Administration and Policy
1245 End
1500 Lunch
1630 Volunteer Support, Staff-PCV Communication
1730 Unfinished Business, Wrap-up
2000 End
Retire

Dominican Republic - 1983

Thursday, July 4

7:30 a.m. Bus leaves Peace Corps Office for Playa Real

8:30 - 9:30 a.m. Travel Time

9:30 -10:00 a.m. Coffee/Check-In

10:00-10:45 a.m. Brief Talks by Peace Corps Director, Program and Training Officer, Administrative Officer

10:45-11:00 a.m. Welcome and Explanation of Hotel Facilities

11:00-11:45 a.m. Issues: Point/Counterpoint

11:45-12:15 p.m. VAC Elections
By Area: Cibao, Capital, Northeast, Southeast
By Program: Health and nutrition, Natural Resources/AT

12:15-12:30 p.m. Administrative Notes

12:30- 2:00 p.m. LUNCH

2:00 - 2:30 p.m. Program Discussion and Evaluation (Break up into Programs)

2:30 - 5:30 p.m. Stress Management (Workshop led by Psychologist) Closing Statements

6:00 - 7:00 p.m. Beach Break

7:00 - 7:30 p.m. Bouring in of New Volunteers

7:30 p.m. Dinner
Disco Night

Friday, July 5

Noon Picnic

BOTSWANA 1984

1 May, Tuesday: Check-In at 3:00 p.m.
Evening free

2 May, Wednesday: 7:30 Breakfast
9:00 Opening/Expectations/Housekeeping
10:00 Tea
10:30 Staff/Volunteer Mutual Expectations
1:00 Lunch (with entire staff)
3:00 Medical Session with M.O.
4:15 Tea
4:30 Volunteer Council
6:00 Break
7:00 Poolside Dinner

3 May, Thursday 7:30 Breakfast
9:00 U.S. Policy in South Africa
10:15 Tea
10:30 Peace Corps Image in Botswana
1:00 Lunch (with entire staff)
3:30 Administrative Issues
Policy Issues
Training Issues
6:00 Break (You may want to eat before the
7:30 gala event of the evening.)
Farewell/Post PCVs' reception at the
American Meeting House (All staff
invited)

4 May, Friday 7:30 Breakfast
9:00 Sector Meetings
(Tea Break: Mid-Morning)
1:00 Lunch (with entire staff)
2:45 Secondary Projects funding with
Embassy and AID staff
3:45 Tea
4:15 Evaluation and Closure of APC

34 FIGURE 3

Assessing the whole conference is important for the benefit of future planners of AVCs. Ask participants to fill out an evaluation form on the whole conference. Sample evaluation forms for both individual sessions and the entire conference can be found in Appendix C.

The reports from session and event coordinators should also include their evaluation and recommendations. Ideally, the AVC committee will meet shortly after the conference closes to review and pool all types of evaluations for the overall AVC report. If this is not possible, then the AVC coordinator should do the job.

8. Follow-Up Mechanisms

When problem-solving sessions are held in such areas as programming, training, and Volunteer support, follow-up should be ensured by means of written action plans, or memos of agreement, with responsibilities clearly assigned and some means of reporting progress and accomplishments specified. Copies of such action plans or memos might be distributed at the end of the AVC and summarized at the final session.

Another way to provide linkage to PCV sites would be to include in participant packets a brief form in which PCVs and staff could list new ideas acquired, books and articles to read, people to contact, things to do at their site and/or on the job.

D. PROVIDING LOGISTICAL SUPPORT

Efficient functioning of the Logistics Committee is crucial to the success of the AVC. A word to the wise is that logistics will get you in the end. The Logistics Committee should include a "troubleshooter" who has sufficient time to keep tabs on the tasks listed below. A PCV about to COS who has completed his or her primary assignment would be good for this job. Responsibility for the tasks described below can be assigned to various persons.

1. Budget control

The person responsible for this job will have to work closely with the Peace Corps Administrative Officer so that bills will be paid promptly, petty cash used properly, and necessary documentation secured. He or she will coordinate the financial requests of all committee members to ensure that the budget is not exceeded, work with those whose requests are over budget, and secure reports and receipts where necessary.

2. Site selection and arrangements

A luxury resort hotel probably would not be an appropriate site for an All Volunteer Conference, but on the other hand neither would a rustic campsite. Volunteers on this occasion deserve comfortable accommodations, good food, some opportunity for recreation, and pleasant surroundings. Both AVC leaders and participants stress the importance of adequate facilities. "If you take care of their bodies, it will be easier to get their minds," said one AVC facilitator.

It is just as important that the facility provide adequate meeting rooms: an assembly room and a dining room large enough for the entire group, rooms or quiet spots outside for small group meetings. It is not easy to find a facility with these minimum requirements at a reasonable cost in many Peace Corps countries, but the committee should make every effort to do so.

Someone should visit and thoroughly check out the site before a final reservation is made. This site liaison person, or persons, should maintain contact and communication with the hotel staff until the end of the conference. Things to be checked and arrangements to be made include the following:

--Large assembly room: chairs, speaker's stand, public address system, adequate ventilation (fans or air conditioning where necessary).

--Bedrooms and baths: check for cleanliness, good mattresses, ventilation, and reasonable quiet.

--Food and drink: review and approve menus, sample the food, order a meal, arrange for refreshments at breaks.

--Use of hotel equipment, such as AV equipment, photocopier, mimeograph, typewriters, etc. If any of this is available at the site, it will save lugging it from the Peace Corps office.

Have a clear understanding on how the bill will be paid. Confirm all arrangements in writing, not only the number of beds and meals, but also use of meeting rooms, equipment, refreshments, etc.

3. Invitations, announcements, and registration

You will find some sample AVC invitations and announcements in Appendix C. Be sure to include information on transportation and a registration form to

be returned a month or so before the AVC. If additional input is needed from PCVs on conference objectives, content, or methods, ask for it in this mailing.

PCVs' supervisors also must be informed about the AVC and their permission requested for the Volunteer to be away from site. A sample notification letter and leave request form is included in Appendix C.

The person who handles these tasks should also be in charge of room assignments, which can be done in advance or at the conference site, and of checking in arrivals. Groups larger than 200 will require more detailed advance planning and perhaps techniques such as taking a number for registration or a "help station" in the hotel lobby.

If you want to set the tone for creativity right from the start, provide materials for PCVs to design their own name tag in a way that expresses their personality or work: 3x5 cards, various colors and kinds of paper, colored pencils, paint and brushes, glue, and whatever else is available.

4. Participants' packets

Packets for participants should be prepared in advance for distribution at registration and may include the following:

--the conference program including overall goals, objectives and perhaps a 25-word description of each session,

--information about resource people,

--list of AVC committee members,

--meal tickets, pad of paper, pen or pencil, and name tag, if you are not providing for participants to make their own,

--evaluation forms,

--small group assignments, if made in advance,

--materials to be read before meetings,

--information on local facilities and points of interest,

--return travel information.

5. Equipment and Supplies

Compile equipment needs from session planning reports and mount an expedition to secure what is needed. Consult with site planners to find out what is available at the AVC site.

Make sure everything works. Audiovisual equipment, in particular, has a tendency not to function when most needed. Take along replacement parts, such as projector bulbs. Securing equipment means returning it to its origin, and that is included in this task.

6. Transportation Plans

How this is best done in your country you alone know. In some countries travel time is cut down by sending around Peace Corps vans to pick up PCVs. In others PCVs are on their own in public transportation with travel costs reimbursed. Transportation for equipment, supplies, staff, and guests must also be arranged.

SAMPLE LOGO

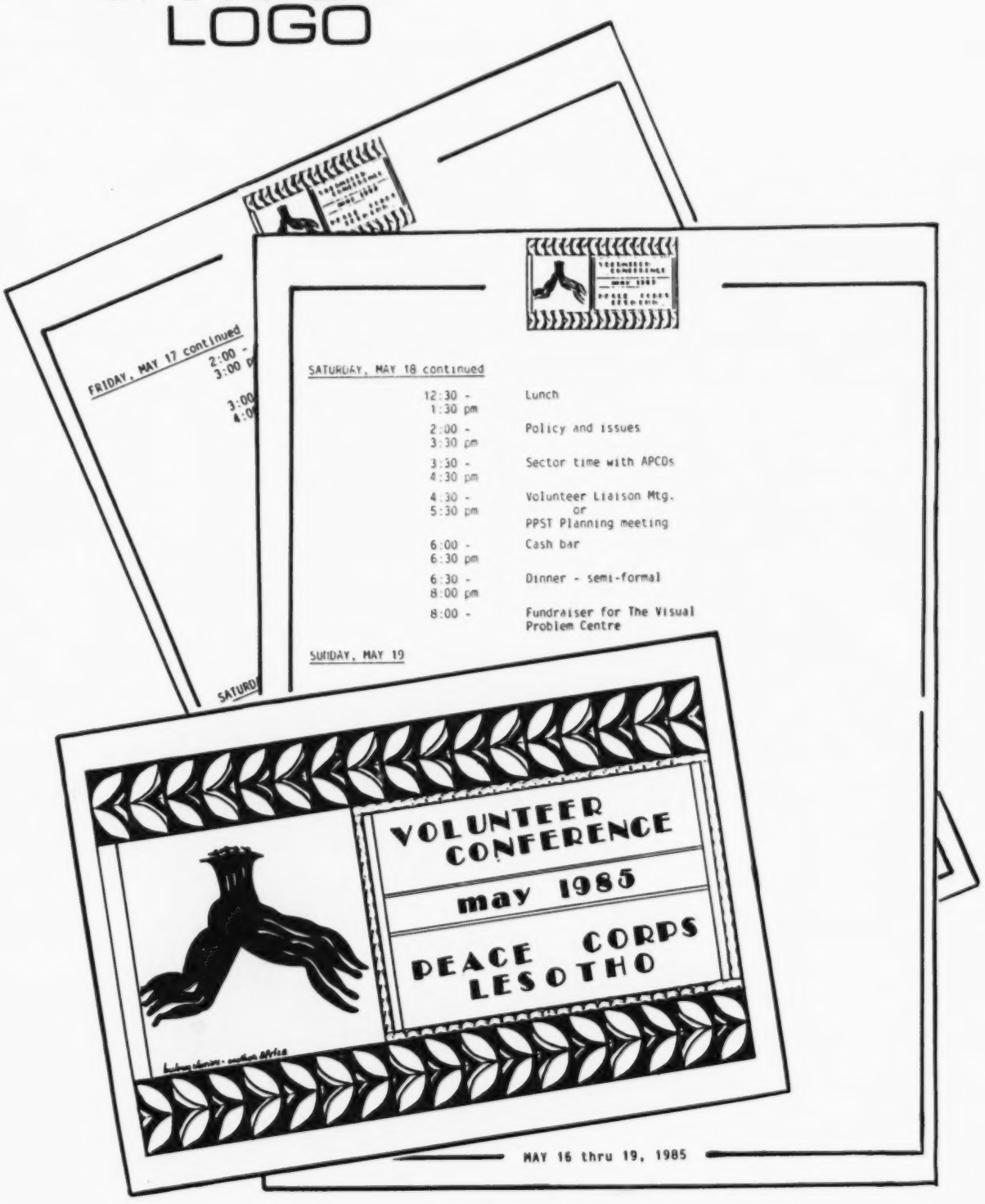

FRIDAY, MAY 17 continued
SATURDAY, MAY 18 continued
12:30 - 1:30 pm Lunch
2:00 - 3:30 pm Policy and issues
3:30 - 4:30 pm Sector time with APCDs
4:30 - 5:30 pm Volunteer Liaison Mtg. or PPST Planning meeting
6:00 - 6:30 pm Cash bar
6:30 - 8:00 pm Dinner - semi-formal
8:00 - Fundraiser for The Visual Problem Centre
SUNDAY, MAY 19
VOLUNTEER CONFERENCE
may 1985
PEACE CORPS LESOTHO
MAY 16 thru 19, 1985

FIGURE 4

Chapter Three

CONDUCTING THE ALL VOLUNTEER CONFERENCE

A. FINAL PRE-CONFERENCE COMMITTEE MEETING

After the initial planning session and assignment of responsibilities, a full committee meeting may not be necessary until two or three days prior to the conference opening. In the interim, the AVC Coordinator with the assistance of the Steering Committee should get periodic reports from and keep in touch with persons responsible for all AVC tasks.

Hold the pre-conference committee meeting for the purpose of checking all arrangements relating to the program, evaluation, follow-up, and logistics. The final agenda should be reviewed with careful attention to every session. Reports should be heard on the status of the budget, registration, transportation plans, availability of equipment, office and program supplies, participants' packets, and site arrangements.

B. ROLE OF THE STEERING COMMITTEE

At the pre-conference committee meeting the steering committee should review and explain its functions during the conference:

--to activate the conference and keep things moving on schedule,

--to be available to participants,

--to make design changes, if necessary,

--to respond to logistical problems.

The steering committee should plan to meet at the end of each day, after the last scheduled event, to review the day's events and deal with any problems which have arisen.

C. FINAL CHECK OF CONFERENCE FACILITIES

The person responsible for site arrangements, the Program Chairman, and the Coordinator should arrive at the conference site one or two days in advance of the opening. This will allow time to meet hotel staff, check all arrangements, set up the AVC office, and set up registration arrangements. Systems for internal and external communication during the conference may need to be set up. At least, constant contact with the Peace Corps office should be assured.

D. IMPLEMENTING THE AVC SCHEDULE

The Program Committee Chairman will make sure things get started and keep moving on time with all conveners, speakers, resource people in place. The Steering Committee will keep fingers on the collective pulse, deal with contingencies and complaints, and make any adjustments needed. If evaluation forms are turned in at the end of each day, they should be compiled and reviewed at this time. Site arrangements people will maintain contact with hotel staff.

E. CONFERENCE FOLLOW-UP

1. Site Closure

After the program is over and PCVs are packing up to leave these tasks remain to be done at the site:

--Collect all reports from work groups and final evaluation forms.

--Pack up supplies and equipment.

--Take care of the hotel bill according to the advance arrangement.

2. Follow-Up from Peace Corps Office

Back at the Peace Corps these follow-up jobs must be done:

--Send thank-you notes to visiting speakers, resource people, and everybody else who helped carry out the AVC.

--Return all borrowed equipment in good condition.

--Complete evaluation of the conference. Compile the final evaluation forms and if possible hold a final meeting of the AVC committee to get everybody's opinions and ideas.

--Prepare and send follow-up reports for PCVs, such as work group reports, action plans.

--Write reports for country files and the regional office in Washington. The AVC report should include information on or copies of the following:

--Needs assessment form and results
--Goals and objectives
--Make-up of planning committee
--Brief description of planning process

--Conference agenda
--Participants
--Summary of participant evaluations
--Reports of Session Organizers
--Recommendations of AVC Committee
--Copies of invitations and other mailings
--Budget

APPENDICES

A. SAMPLE SESSION PLANS Page 37

Theme No. 1: Volunteer Support Issues 37

Volunteer Concerns 37
Volunteer-Staff Mutual Expectations 39
Meeting of Volunteer Advisory Council 41
Review of Emergency Plan 43

Theme No. 2: Host Country Political & Development Issues 45

Political Update on Regional Happenings 45
U. S. Policy in Host Country and/or Region 47
What Is Development in the Host Country? 49
Development Agencies in the Host Country 51

Theme No. 3: Program and Training Review 53

The Peace Corps Role in Host Country Development 53
The Peace Corps Program in the Host Country 55
Country Program Review: Project Assessment 57
Sector/Project Review (for Sector Workshops or Job Conferences) 59
Training Review and Recommendations 61

Theme No. 4: Learning/Sharing Opportunities 63

Learning/Sharing Opportunities 63

Theme No. 5: Recreation, Relationships, Renewal 67

Country Fair and Square Dance 67

B. TIPS ON PLANNING RECREATION AND SOCIAL EVENTS 69

C. SAMPLE CONFERENCE FORMS 71

Needs Assessment Questionnaire 71
Session Planning Form 73
Session Organizer's Report 75
Participant Evaluation of Session 77
Participant Evaluation of Conference 79
Letter of Announcement 81
Notification to PCV Supervisors 83
Leave Request for All Volunteer Conference 84
Final Report on AVC 85

D. CONFERENCE PLANNING CHECKLIST 87

Appendix A

Theme No. 1: Volunteer Support Issues

SESSION PLANNING FORM

1. Session Title: Volunteer Concerns

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

One type of Volunteer support issues involves those which PCVs see as concerns, or problems to be resolved. These are not limited to administrative questions, but also include staff-PCV relations, program and training issues, Volunteer lifestyle, health and medical question, personal safety and security. Some of these issues are dealt with in other sessions, but in this type of session expression of concerns should not be limited.

5. Objectives:

a. Allow PCVs to ventilate their concerns.

b. Identify concerns shared by a large number of PCVs.

c. Develop strategies for resolving the problems identified.

d. Agree on action plans to implement strategies.

6. Resource Persons/Speakers:

7. References, Resources:

8. Procedures/ Content:

Identify major concerns by pre-conference needs assessment. AND/OR Post large newsprint sheets around the assembly room during an informal opening session so that PCVs (and staff) can write the concerns they wish addressed during work group sessions.	30-45 minutes

Session coordinators compile concerns. Concerns could be grouped by general theme and each set assigned to one group. Or, if there are not too many issues, each group could deal with all of them.	15-20 minutes
Self-selected work groups develop strategies to resolve problems.	1-2 hours
At a general session, work groups report recommended strategies. Action plans are developed and approved for each problem. It is important that recommendations or problems not be left dangling or unclear. Action plans should specify tasks, persons responsible, and target dates.	one hour

9. Materials, Supplies, Handouts:

Newsprint sheets, tape, magic markers, flip charts, chalk, copies of summaries of PCV concerns for each group leader.

10. Equipment Needs:

Blackboards or flipchart holders for each group.

10. Space, Set-up Needs:

Large room for opening session
Small meeting rooms with chairs for each group

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 1: Volunteer Support Issues

SESSION PLANNING FORM

1. Session Title: Volunteer-Staff Mutual Expectations

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

   An understanding of mutual expectations will contribute to improved staff-Volunteer communication and relationships.

5. Objectives:

   a. To determine what Volunteer support means.

   b. To clarify expectations of staff and Volunteers.

   c. To discuss ways to improve communication.

6. Resource Persons/Speakers:

7. References, Resources:

8. Procedures/Content:

In a general session brainstorm a brief paragraph which will constitute a definition of Volunteer support.	30-45 minutes
Divide into small groups and list specific examples of the kinds of support you expect/assume that PC staff will provide to help you in your job. While Volunteers are doing the above, PC staff meets as a group to list the kinds of expectations they have of PCVs.	one hour
Back in the large group, each group leader reports his/her list of expectations. Staff responds, pointing out those not possible to fulfill and acknowledging those which can be taken care of on a routine basis.	30-45 minutes

9. Materials, Supplies, Handouts:

Newsprint sheets, magic markers, tape, chalk.

10. Equipment Needs:

Chalkboards or flipchart holders.

11. Space, Set-up Needs:

Assembly room for entire group
Rooms or space for small group meetings

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 1: Volunteer Support Issues

SESSION PLANNING FORM

1. Session Title: Meeting of Volunteer Advisory Council

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

The AVC provides the one opportunity for an annual business of the VAC which all Volunteers can attend.

5. Objectives:

a. Hear reports from VAC officers on the year's activities and accomplishments.

b. Identify and prioritize issues that VAC should deal with in the coming months.

c. Discuss and approve VAC plans, responsibilities, tasks.

d. Elect new VAC representatives.

6. Resource Persons/Speakers:

VAC Officers

7. References, Resources:

Simplified Parliamentary Procedure. 1979. League of Women Voters' pamphlet. (1730 M Street N.W., Washington, D. C. 20036) 11 pp. 75 cents.

8. Procedures/Content:

Determined by VAC Officers

9. Materials, Supplies, Handouts:

10. Equipment Needs:

11. Space, Set-up Needs:

Assembly room large enough for entire group.

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 1: Volunteer Support Issues

SESSION PLANNING FORM

1. Session Title: Review of Emergency Plan

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

The AVC provides a unique opportunity to review and update the local emergency/evacuation plan. Natural disasters can strike the most tranquil areas, and the proverbial ounce of prevention will alleviate everybody's anxiety and might even save PCV lives.

5. Objectives:

a. To ensure that all Volunteers understand procedures to follow in case of a natural disaster or political disturbance.

b. To allow Volunteers to raise questions and receive information about current political problems or potential emergencies.

6. Resource Persons/Speakers:

Peace Corps Country Director
American Embassy Security Officer

7. References, Resources:

Disasters and Development: A Training Module. 1984. 220 pp. ICE Staff Publication No. T18.

8. Procedures/Content:

The PCD reviews the local emergency plan in a general session. The Embassy Security Officer may furnish additional information.	30 minutes
Small groups organized by regions meet with wardens of the emergency plan to review and discuss procedures required in various situations.	one hour

9. Materials, Supplies, Handouts:

Copies of Peace Corps local emergency plan

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 2: Host Country Political & Development Issues

SESSION PLANNING FORM

1. Session Title: Political Update on Regional Happenings

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale

This subject is likely to come up in countries where political events are on center stage because of changes in government due to elections, a coup, or death of the head of state; economic crises; demonstrations, strikes, and other forms of popular pressure for change. The session responds to AVC goals such as "bring Volunteers up to date on the political developments in the region in general and Botswana's internal electoral activities in specific."

5. Objectives

a. Provide factual information on the situation.

b. Relieve PCV anxiety through providing time for questions and discussion.

6. Resource Persons/Speakers

--Knowledgeable host country Peace Corps staff.

--PCD, U.S. Embassy Political, Economics, or Public Affairs Officer.

7. Resource Materials and References

--TV clips, films, slides from U.S. Information Service. The Nightline series on South Africa is a good example.

--Written or audio-visual background material from the local United Nations office.

8. Procedures

General session with speech or panel by resource persons.	one-half to one hour
Buzz groups	15 minutes

General session for questions from buzz groups, OR	half hour
Audience reaction team	half hour

9. Materials, Supplies, Handouts:

   --4x6 cards for buzz group questions.

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 2: Host Country Political and Development Issues

SESSION PLANNING FORM

1. Session Title: U. S. Policy in Host Country and Region

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

This topic is closely related to and could be combined with the previous session, "Political Update on Regional Happenings," especially if a U.S. Embassy official is the invited speaker.

5. Objectives

a. To inform PCVs about the official U. S. policy in their country and region.

b. To allow PCVs to formulate and express their opinions on this policy.

c. To discuss the effects of U.S. policy on Peace Corps projects.

6. Resource Persons

--U.S. Embassy Political or Public Relations Officer.

--Peace Corps Country Director.

7. Resource Materials, References

--TV clips or radio recordings of news broadcasts, the President's speeches, etc.

--Articles from whatever high quality news and opinion publications are available in the region--New York Times, Herald Tribune, Economist, or others.

8. Procedures

General session with presentation by Embassy official.	half hour to 45 minutes
Questions from the floor, written questions by audience, or audience reaction team, OR,	half hour

Buzz groups followed by general session for response to buzz group sessions.	45 minutes

9. Materials, Handouts, Posters

--4x6 cards for buzz group questions.
--photocopies of relevant news clippings for each participant or group.

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 2: Host Country Political & Development Issues

SESSION PLANNING FORM

1. Session Title: What Is Development in the Host Country?

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

One of the goals of the AVC is to "discuss issues of development."

5. Objectives:

a. Encourage PCVs to review and update their concepts of development acquired through pre-service training and their Peace Corps work experience.

b. Review the development status and problems of the host country in the context of overall Third World issues and problems and from the viewpoint of HC officials, private citizens, and/or foreign development agencies.

6. Resource Persons/Speakers:

--Representatives of the HC government planning council

--Representatives of host country PVOs (private voluntary organizations) or articulate private citizens concerned about development

--Representatives of the UN, World Bank, European Economic Community, or other multinational development assistance agency

--Representatives of U. S. or other PVOs working in the host country

--PCD or other Peace Corps staff

--USAID personnel

7. Resource Materials, References:

--World Development Report of the World Bank (issued annually). Contains numerous tables of development indicators for 126 countries, an invaluable background of facts.

--Most recent Peace Corps Country Development Review.

--USAID Country Development Strategy Statement for the host country.

8. Procedures

Introduction to topic, procedures, and objectives by convener.	15 minutes
Ten minute presentations by each of five panelists.	50 minutes
Discussion and questions among panel members.	15 minutes
Audience divides into 6-person buzz groups to formulate and write down questions for panelists and discuss issues raised.	30 minutes
General session in which panelists respond to questions.	15 minutes

9. Materials, Supplies Handouts:

--4x6 cards for buzz groups
--Handouts for each participant (in participant packet for pre-session reading): PC and/or USAID country development review/strategy; photocopies of 4-6 tables of development indicators from World Development Review.

10. Equipment Needs:

--Public address system with several microphones

11. Space, Set-up:

--Assembly room with seats for everyone

--Speakers' table and podium

--Tables for handouts, exhibits from agencies of visiting speakers

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 2: Host Country Political & Development Issues

SESSION PLANNING FORM

1. Session Title: Development Agencies in the Host Country

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

Volunteers in the field often come in contact with personnel from other development agencies--American or European PVOs, agencies of other governments, multinational agencies. They will be able to better understand the mission of Peace Corps and the goals of their own projects in the context of overall development efforts. Moreover, in many developing countries, there is little communication, not to mention coordination, among foreign development assistance agencies. Peace Corps can help provide leadership to overcome this problem.

6. Objectives:

a. To introduce PCVs and staff to goals, programs, and leaders of development assistance agencies working in the host country.

b. To identify ways Peace Corps can cooperate with other development agencies both at the local and national levels.

c. To encourage PCVs to test their concepts of development against the philosophy and goals of other agencies.

6. Resource Persons:

Staff of all development assistance agencies working in the host country, including USAID are possibilities.

Considerable pre-conference research will be needed to find out what agencies are there and to decide which to invite to send a speaker. The TAICH directory on development agencies worldwide lists American PVOs. Assume that UN agencies are present: FAO, UNDP, UNESCO.

Check with the host country foreign ministry to find out what countries have embassies or other representation.

Be sure to check out these embassies for development assistance programs: Great Britain, Netherlands, Federal Republic of Germany (West Germany), Canada, Japan, Norway, Sweden, Denmark, Australia, and New Zealand, the European Economic Community. In Moslem countries the Arab League may be active.

7. Resource Materials, References:

--TAICH Directory 1983 (Technical Assistance Information Clearinghouse). Free from ICE to Peace Corps offices and resource centers.

--Development, Journal of the Society for International Development (SID), Palazzo dela Civilta del Lavoro--EUR/Roma 00144, Italy.

--SID Newsletter, Washington chapter, 1401 New York Ave. NW, Suite 1100, Washington, DC 20005.

8. Procedures:

General Session--panel of representatives from 6-10 agencies working in the host country who explain the goals and programs of their agency.	one hour
Questions from the floor or written questions.	15-20 minutes
Work groups organized by project meet with panelists to discuss possible way of cooperation and coordination. OR,	one hour
An alternative way of presenting all agencies in the country is to use the "trade fair" technique, inviting each agency to provide an exhibit about their program. The "trade fair" could be part of a social hour preceding or following a general session, or it could stand on its own.	one-two hours

9. Materials, Supplies, Handouts:

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 3: Program and Training Review

SESSION PLANNING FORM

1. Session Title: The Peace Corps Role in Host Country Development

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

The pre-service training module on "The Role of the Volunteer in Development" focuses on the individual Volunteer's work site. Volunteers have expressed a need to better understand how their individual projects deal with the host country's overall development problems and contribute to development goals.

5. Objectives:

a. To allow PCVs to consider the overall mission of Peace Corps in the context of host country development goals.

b. To encourage PCVs to reflect on their specific jobs and projects as part of general Peace Corps country strategy.

c. To secure PCV input to the CMP-B process--the country development review, problem analysis, and country strategy.

3. Resource Persons:

--Host country leaders experienced in working with Peace Corps.

--Peace Corps Country Director or APCD for program.

--USAID official who is ex-PCV or cooperates with Peace Corps.

7. Resource Materials, References

--Host Country development plan.

--Peace Corps country development review and country strategy.

--Overseas Staff Training Manual sections on "What Should Peace Corps Business Be?" and "Where Should Peace Corps Program?"

--The New Role of the Volunteer in Development. ICE Manual TR 5.

8. Procedures

General session options:	
--PCD or APCD present Peace Corps country strategy, OR,	half hour
--Host country leader(s) discuss Peace Corps role in host country, OR,	half hour
--Both in shorter versions.	45 minutes
Written questions from audience, OR,	30 minutes
Buzz groups to formulate questions followed by general session for responses.	15 minutes 30 minutes
Work groups organized by project discuss changes needed in project or specific jobs because of new insights into HC development needs and goals. Groups may also review and brainstorm responses to "What Should Peace Corps Business Be?" and "Where Should Peace Corps Program?"	one to one & a half hours
General session for reports from work groups and/or written reports compiled and duplicated for project review in subsequent sessions. Reports should also be funneled into CMP-B process.	half hour

9. Materials, Supplies, Handouts:

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 3 Program and Training Review

SESSION PLANNING FORM

1. Session Title: The Peace Corps Program in the Host Country

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

   One of the major goals of the AVC is to review and evaluate the present Peace Corps program in order to recommend improvements and provide PCV input into the next CMP-B process. In order to do this, PCVs and staff need to be better informed on the goals, objectives, and accomplishments of all present projects.

5. Objectives:

   a. Provide PCVs the opportunity to review their project plan, assess activities and accomplishments to date, and share this information with other PCVs.

   b. Present project information to all PCVs.

6. Resource Persons:

   --PCV leaders or PCVs with at least six months' service, selected by the APCD or other PCVs in the project.

   --Officials from sponsoring agencies.

7. Resource Materials, References:

   --Project Plans.
   --Site visit reports.
   --PCVs' quarterly reports.

8. Procedures:

   Simultaneous half-hour sessions for presentation of project activities. Each project is presented twice. The number of half-hour sessions and presentations during each period will depend on the number of projects. OR, 2-3 hours

Presentation of project activities, goals, accomplishments in a "trade fair" format, with one or more exhibits for each project. This format allows participation by more PCVs, but must be planned to allow all PCVs to visit all projects.	2-3 hours

9. Materials, Supplies, Handouts:

   To be determined by each project group.

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 3: Program and Training Review

SESSION PLANNING FORM

1. Session Title: Country Program Review: Project Assessment

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

   A major goal of the AVC is recommend changes both for short-range improvements in projects and for long-range planning in the CMP-B process. This process will be enhanced by allowing PCVs to evaluate, not just their own, but all projects.

5. Objectives:

   a. To review criteria of the Integrated Programming System (IPS) in the light of the host country situation.

   b. To evaluate all projects on the basis of IPS criteria, results of the CPR-M questionnaires, findings from the two previous sessions. (If a COS conference is held prior to the AVC, recommendations of COSing Volunteers can be included.)

   c. To analyze project problems and brainstorm solutions.

6. Resource Persons/Speakers:

   Volunteers and staff

   (PCV leaders of work groups and project groups should be trained for their job the day before the conference opens.)

7. Resource Materials, References:

   --Reports from the previous session on "The Peace Corps Role in Host Country Development"

   --Project summary sheets.

   --Integrated Programming System Manual: Peace Corps Programming Standards, pp. 21, 30-36, 67-76.

--Results from CPR-M questionnaires.

--Reports from most recent COS conference.

8. Procedures:

Multi-sector work groups to accomplish the three objectives of the session.	2 hours
General session for work groups to present findings. Clarification questions from floor.	one hour
Compilation of work group reports by project.	one hour
Work groups organized by project review all recommendations on their respective projects and decide on changes needed. APCDs may divide time between their respective project groups.	one to one and a half hours

9. Materials, Supplies, Handouts:

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 3: Program and Training Review

SESSION PLANNING FORM

1. Session Title: Sector or Project Review (for Sector Workshops or Job Conferences)

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

   The program review process described in the above three sessions can be adapted to sector workshops or job conferences, both in countries where no AVC is held and in those where the AVC centers on other issues. Objectives and procedures could be adapted as described below.

5. Objectives:

   a. To allow PCVs to look at their specific jobs and projects in the context of the host country development needs and goals and overall Peace Corps country strategy.

   b. To secure PCV input to the CMP-B process.

   c. To evaluate the project or sector in the context of Peace Corps country strategy and on the basis of IPS criteria.

6. Resource Persons/Speakers:

   (See previous three sessions.)

7. References/Resources:

   (See previous three sessions.)

8. Procedures:

   General session on Peace Corps role in host country development emphasizing project or sector role. — one hour

   Question period for written or oral questions. — 30 minutes

Meetings by project or job to: 1-2 hours

(a) hear reports from all PCVs and host country officials on activities, problems, and quarterly plans. AND/OR

(b) review projects according to programming parameters and project assessment checklist. AND/OR 1-2 hours

(c) review TAC sheets, Volunteer task analyses, site visit checklist, project documentation. 1-2 hours

9. Materials, Supplies, Handouts:

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 3: Program and Training Review

SESSION PLANNING FORM

1. Session Title: Training Review and Recommendations

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

   Program and project review leads directly into training issues, since problems in Volunteer performance may be due to weaknesses in training.

5. Objectives:

   a. Secure Volunteer feedback and recommendations on pre-service training.

   b. Provide for Volunteer input into future training plans and PCV review of training materials.

   c. Produce Volunteer-generated training materials.

   d. Identify special training needs of older, handicapped, married, and minority Volunteers.

   e. Review and revise in-service training needs assessment.

   f. Review IST plans, recommend changes needed.

6. Resource Materials:

   --Results of CPR-M questionnaires, Part I, No. 1.

   --Standards for Peace Corps Training, ICE Manual No. T-2.

   --An Integrated Training System: Policy and Plans, ICE Manual No. T-1.

   --"In-Service Training Needs Assessment," pp.3-5, In-Service Training Manual, ICE Training Manual T-4.

4. Procedures:

Small groups, self-selected or organized by training group, project or sector, work on the following tasks:	2 hours
--Review and make recommendations on pre-service training.	
--Generate materials for technical or core curriculum training: case studies, critical incidents, vocabulary lists for geographic regions or technical areas.	
--Identify and make recommendations on possible special training needs of minority, handicapped, older, and married Volunteers.	
--Review and revise IST needs assessment and IST plans.	
General session for sharing of work group findings. Reports could be written on newsprint and posted in the assembly room. Reports also should go to the Training Officer, PCD, Training Director, and relevant APCDs.	30-45 minutes

9. Materials, Supplies, Handouts:

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Theme No. 4: Learning/Sharing Opportunities

SESSION PLANNING FORM

1. Session Title: Learning/Sharing Opportunities

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

   The majority of AVCs include sessions that are instructional, as opposed to problem-solving, task accomplishment, or information giving. The AVC offers a good opportunity to deal with themes of general interest, especially those not covered adequately in pre-service training. Make sure that topics selected are those that can best be handled in the AVC, rather than in a smaller in-service grouping. The pre-AVC needs assessment will help in selecting topics.

5. Objectives:

   a. Allow Volunteers to share their skills and knowledge.

   b. Deal with training topics relevant to all or a majority of PCVs, such as cross-cultural themes, community development, resource mobilization.

   c. Present units from core curriculum manuals not covered in pre-service training. (This would be appropriate for first year Volunteers, while second year PCVs are in COS sessions.)

   d. Bring variety to the conference.

6. Resource Persons:

7. References, Resources:

   --In-Service Training Manual. 1985. ICE Manual T-4

   --Working as Counterparts. ICE Manual T6.

   --Third World Women: Understanding Their Role in Development. 1981. ICE Manual TR05

   --The Whole ICE Catalogue. RE01. Free to Peace Corps field offices and resource centers.

--Training Resource Summary. 1986. Training Division, Peace Corps Office of Training and Program Support.

8. Procedures:

   a. Small group sessions. Concurrent workshop-type sessions work well with these topics. Sessions during a given time slot may cover several variations on a theme such as secondary activities, specific technical skills, or learn-a-local-skill. Or, concurrent sessions may run the gamut of topics. Concurrent sessions may be repeated to give Volunteers more selections.

      A variation on concurrent sessions is an "Open University" period during which PCVs offer a class in whatever they wish to teach. Concurrent sessions can also be offered in the more informal "trade fair" format.

   b. General sessions. Depending on interest indicated, these could be:

      --a panel whose members explain various funding sources available for PCV projects: Peace Corps Partnership, USAID Special Projects Fund, the U.S. Ambassador's Fund, PVOs and other donor agencies in the host country.

      --presentation by a host country national on working with expatriates--what helps and what hinders.

      --presentation of units from the core curriculum or IST manuals, such as "Working with Community Leaders," "Mobilizing Resources," and "Volunteer Personal Support," from the IST manual; Unit I of Bureaucratic Effectiveness; Unit II of Working with Counterparts; "Study of a Development Project and Its Impact," from Third World Women: Understanding Their Role in Development.

9. Materials, Supplies, Handouts:

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

(Sample schedule for concurrent sessions)

PEACE CORPS HONDURAS

ALL VOLUNTEER CONFERENCE WORKSHOP SCHEDULE

First Round of Workshops

November 28 - 1:00 - 2:45 p. m.

1. Political Up-Date
2. Photography
3. Food Drying
4. WID Ecuador
5. Honduran Folk Tales
6. Small-Scale Irrigation
7. Silkscreening
8. Basic First Aid
9. Funding Sources Available to PCVs

Second Round of Workshops

November 28 - 3:00 - 4:45 p. m.

1. National Development Plan
2. Status of Women in Honduras
3. Intensive Gardening
4. Motorcycle Maintenance
5. Sexual Trauma
6. Travel in Honduras and Latin America
7. Using Puppets
8. Simple Accounting
9. Aerobics

Third Round of Workshops

November 29 - 8:00 - 9:45 p. m.

1. Improving Honduran Self-Confidence
2. National Development Plan
3. Basic First Aid
4. Small Animals
5. Writing Professionally
6. Motorcycle Maintenance
7. Soil Conservation and Composting
8. Intensive Gardening

Theme No. 5: Recreation, Relationships, Renewal

SESSION PLANNING FORM

1. Session Title: Country Fair and Square Dance

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

Meeting social and recreational needs of Volunteers is an important function of the AVC. Structured social events also help create an atmosphere essential to fulfilling other objectives of the conference.

5. Objectives:

a. To give PCVs a chance to share what they are doing in their work.

b. To have fun.

6. Resource Persons/Speakers:

7. References, Resources:

8. Procedures/Content:

a. Booths and Simultaneous Activities

--Exhibits of Volunteer and host country national productions and activities, such as: home-grown vegetables, dried fruit, homemade ginger beer, relish and canned goods, knitted garments, weaving and basket-making, recipe and pattern exchange.

--Judging of exhibits and awarding of prizes.

--Game booths, such as: dart throw at balloons; coin toss at cheap pottery; fortune teller using tarot cards; ball throw at pyramids of beer cans; frisbee throw, fishing for prizes. Charge a small admission and give prizes.

--Simultaneous contests, such as: arm wrestling, tug of war, cake walk, apple juggling, water balloon toss.

b. Barbecue and Square Dance

Have an American-style cookout with such items as spareribs, beans, hamburgers. Decorate the area with bales of hay and cornstalks.

9. Materials, Supplies, Handouts:

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

Appendix B

TIPS ON PLANNING RECREATION AND SOCIAL EVENTS

1. Plan Creatively

Recreation and social events should be planned as carefully and creatively planned as the rest of the AVC program. Use the Session Planning Form for social events as well as for other conference sessions.

There are really two kinds of recreation to plan for at any conference: organized and unorganized. Both require advance preparation. It is an advantage if the conference locale is one that allows free time activities such as swimming, walking on a beach or through the woods, and team sports.

Don't leave free time activities to chance. Put someone--or more than one--in charge of rounding up equipment and making it available at the conference site. Encourage PCVs to bring musical instruments, board and card games, as well as frisbees and the usual team sport equipment.

2. Provide for Water Safety

If you are on a beach, lake, or river, give some thought to water safety. Appoint Peace Corps lifeguards if none are provided. Check out boating equipment for life preservers.

4. Try New Games

Another resource for free time is the New Games Book, which you can get from ICE. "New Games" are good ice-breakers, tension-reducers, and generally stir up creativity.

5. Maintain a Balance

An AVC needs a balance between free time and organized social events.

5. Try Something Out-of-the-Ordinary

The more traditional Peace Corps social events are picnics, barbecues, dinners, receptions, dances, music festivals, talent shows, PC Olympics, and, of course, Thanksgiving dinner. Some more out-of-the-ordinary events at recent AVCs are listed below. Don't feel

limited by these, however. Let Peace Corps creativity be activated.

--Country fair and square dance. This event combined the structure of an American rural fair with local displays and activities. Both PCVs and local people exhibited home-grown products and crafts, and all kinds of game booths were set up. (See sample session on page 67.)

--Trivia contest. This was conducted like the TV College Bowl program. One resourceful PCV created or secured 1000 questions on the host country.

--Casino Night. The hotel where this AVC was held had a casino which the management turned over to Peace Corps for one evening and trained PCVs how to run it. Profits were donated to a local charity.

--Bedouin Night. Food and entertainment was centered on the local culture. Local dancers, musicians, and entertainers were secured.

--Slide shows. All PCVs were invited to bring five of their best slide to be shown one evening.

--Field trips to places of local interest.

APPENDIX C

(Sample Form No. 1)

NEEDS ASSESSMENT QUESTIONNAIRE

(Please complete and return to Peace Corps Office by_____)

1. What would you like to get out of an All Volunteer Conference?

_____

_____

2. As a Volunteer, what are your major concerns?

a._____

b._____

c._____

d._____

3. What types of activities at the conference do you think are most likely to help you with these concerns? (concurrent workshop sessions, general sessions, informal contacts, others) Can you suggest resource persons or ideas for such sessions?

a._____

b._____

c._____

d._____

4. Are there other issues you feel should be brought up? If yes, what are the issues and how could they most productively be addressed?

_____

_____

5. If you were responsible for sharing with others at the AVC what you do and what other PCVs in your type of job do, how would you do it?

_____

6. Would you be interested in helping with the AVC?
Yes____ No____ If time permits____

What role would you like and what skills can you offer?

Check if you are interested in doing any of the following:

_____Serving on the AVC organizing committee.
_____Helping plan the program.
_____Organizing a session. Describe it below.
_____Leading a discussion group.
_____Planning social events and recreation.
_____Working on logistical support (transportation, supplies and equipment, site selection, registration, designing a logo).

Qualifications include: attendance at one organizational meeting, ability to arrive one day early for the AVC, and creative energy to spare.

7. Name and address of your supervisor to be contacted regarding your attendance at the AVC:

8. Any further comments or suggestions for the AVC?

Name:_____ Date:_____

(Sample Form No. 2)

SESSION PLANNING FORM

(For one session or several on one theme. In the latter case, use one for the whole series, plus one for each session.)

1. Session Title: _____

2. Day: _____ Date: _____ Hour: _____ Time: _____

3. Session Organizer/Convener _____

4. Rationale:

5. Objectives:

6. Resource Persons/Speakers:

7. References, Resources:

8. Procedures/Content:

9. Materials, Supplies, Handouts:

10. Equipment Needs:

11. Space, Set-up Needs:

12. Estimated Expenses:

13. Transportation Needs:

14. Other Needs, Comments:

(Sample AVC Form No. 3)

SESSION ORGANIZER'S REPORT

1. Session Name or Topic of Discussion:

2. Major points or concerns raised:

3. Suggested solutions or actions to be taken: (Include person or persons responsible and specific times or dates when actions should be taken.)

4. Comments/Recommendations:

Recorder: _____ Date: _____

(Sample Form No. 4)

PARTICIPANT EVALUATION OF SESSION

SESSION TITLE:_____

DATE/TIME:_____

SESSION LEADER(S):_____

1. Please circle the number which best describes your reaction to that aspect of the session: (5 = OUTSTANDING, 4 = VERY GOOD, 3 = SATISFACTORY, 2 = FAIR, 1 = NOT EFFECTIVE)

Leaders' knowledge of subject	5	4	3	2	1
Effectiveness of presentation	5	4	3	2	1
Usefulness of handouts	5	4	3	2	1
Responsiveness of participants	5	4	3	2	1
Relevance of the session to your needs and interests	5	4	3	2	1

2. What did you like most about the session?

_____

_____

3. What did you like least about the session?

_____

_____

4. Would you recommend that this session be presented at future AVCs? Yes ( ) No ( )

5. Additional comments or suggestions:

_____

_____

(Sample Form No. 5)

PARTICIPANT EVALUATION OF CONFERENCE

1. Please rate the following aspects of the AVC as an overall experience. (5 = OUTSTANDING, 4 = VERY GOOD, 3 = SATISFACTORY, 2 = FAIR, 1 = NOT EFFECTIVE)

Learning, thinking, new insights	5	4	3	2	1
Applicability to my work and personal life	5	4	3	2	1
My personal sense of involvement	5	4	3	2	1
Networking opportunities	5	4	3	2	1
Overall schedule: content, pace, and timing	5	4	3	2	1
Facilities:					
Conference site	5	4	3	2	1
Living arrangements	5	4	3	2	1
Meeting rooms	5	4	3	2	1
Food and drink	5	4	3	2	1

2. How well did the conference achieve its goals? Please rate achievement of each goal on the same rating scale.

Goal 1 (list them all)	5	4	3	2	1
Goal 2	5	4	3	2	1

3. What for you were the three most outstanding events of the AVC?_____

_____

_____

4. I recommend that Peace Corps take the following actions to capitalize on the effectiveness of the AVC:

_____

_____

5. Additional comments/suggestions:_____

_____

(Sample Form No. 6)

LETTER OF ANNOUNCEMENT

TO: All Peace Corps Volunteers

FROM: (AVC Coordinator)

RE: The All Volunteer Conference

As has already been announced, there is going to be an All Volunteer Conference (AVC) July 2-7 in Maseru. The goals for the conference are:

--to bring Volunteers and Peace Corps/Lesotho staff together as a group in order to renew old acquaintances and make new friendship ties;

--to provide learning opportunities and information exchanges on general, sector-specific, and secondary project topics and issues;

--to conduct formal and informal sessions on area studies, cross-cultural, language, and health issues, and on the role of the Volunteer in development;

--to discuss current and new Peace Corps policy issues and expectations; directions for the new Volunteer Liaison Committee, and the continued implementation of the Country Program Review-Monitoring (CPR-M);

--AND, to allow for recreational and renewal time.

The groundwork has been started to organize the conference, but we need your input on what topics and types of sessions would be most valuable. Enclosed is a questionnaire which should be returned by March 8. Please think about your responses, as the more input we have, the more effective the conference will be at meeting your needs and expectations. Feel free to add new topics as well as resource people who could address those topics.

Assistance before, during, and after the AVC will be needed and appreciated. The AVC Organizing Committee needs members who can help plan the program, provide logistical support, organize sessions and social events, etc. If you are willing and able to help, please note it on your questionnaire.

The conference is just five months away. Circle the dates on your calendar and start planning now, so that the impact of your absence from your site will be minimized. A

letter will be sent to your supervisor explaining your attendance at the AVC.

Needless to say, I am looking forward to the AVC, and in the meantime I'm eager to hear from you about your creative, ingenious ideas to make this one incredible and worthwhile AVC.

On the lighter side, please note that we also hope to have at the AVC such outrageous things as--

--a variety show (start practicing now);

--a Mr./Ms. Macho PCV contest (keep doing your workouts);

--a country fair with sector displays and judged contests (better start drying those veggies, making those sweets, finishing that sweater, or making that innovative science project);

--a Lesotho-specific Trivial Pursuits game (send your picky, farfetched, little-known facts to me);

--a photo-slide contest (start clicking away, because the winners will be reproduced for a permanent display);

--a fun night at mock gambling tables to raise money for a good cause (time to brush up on black jack);

--a square dance (see if you can trade someone one of your two left feet).

(Sample Form No. 7)

NOTIFICATION TO SUPERVISORS

MEMO TO: Supervisors, Headmasters, Headmistresses of Peace Corps Volunteers

FROM: (Peace Corps Country Director)

SUBJECT: Notification of Volunteer Participation in All Volunteer Conference

From Thursday, 2 July, through Sunday, 5 July, the Peace Corps will be sponsoring an All Volunteer Conference in Maseru. Participation in this conference is an integral part of the Volunteer's work and therefore it is mandatory that they attend. However, should you have a problem, please free to let me know.

The primary purpose of the All Volunteer Conference is to continue to upgrade the skills of our Volunteers so that they can better meet the needs and expectations of the people they work with. Technical sessions will be scheduled aimed at specific topics within the various sectors--educations, agriculture, rural development, etc. There will also be workshops on secondary projects and funding sources. Additionally, we hope to have Ministry officials meet with the Volunteers to outline future program directions as they relate to Volunteer activities in Lesotho.

With the conference beginning in late afternoon of the 2nd, it may be necessary for some Volunteers to leave their site a day early. Additionally, there may be other business which you and they feel should be handled in Maseru before or after the conference. For that reason I have enclosed a leave request form for your signature, should it be necessary.

Again, please do not hesitate to contact me if you have any questions regarding the conference or on any other issue relating to Peace Corps activities in Lesotho.

cc: Peace Corps Volunteers in Lesotho

(Sample Form No. 8)

LEAVE REQUEST FOR ALL VOLUNTEER CONFERENCE

Date of departure for Maseru _____

Date of return to site _____

_____ has my permission to leave
(Name of Volunteer)
and return on the above noted days in order to attend the All Volunteer Conference scheduled in Maseru from Thursday, 2 July, to Sunday, 5 July.

_____
(Supervisor's Signature)

Date_____

Please return this form to: U. S. Peace Corps, Box 554, Maseru 100, or give it to the Volunteer to turn in to the Peace Corps office.

(Sample AVC Form No. 8)

FINAL REPORT ON ALL-VOLUNTEER CONFERENCE

Country: _____ Date _____

Please report on or attach copies of the following:

1. Goals and Objectives

2. Make-up of Planning Committee

3. Brief Description of Planning Process

4. Conference Agenda

5. Participants

6. Summary of Participant Evaluations

7. Reports of Session Organizers

8. Recommendations of AVC Committee:

9. Copies of invitations and other mailings to PCVs

10. Budget

11. Needs Assessment Form and Compilation of Results

Please send copies of report to your country desk officer.

Appendix D

CONFERENCE PLANNING CHECKLIST

Task	Assigned to:

Eight to Six Months before Conference

- ☐ Decide on AVC. (See pp. 5-7.)
- ☐ Select dates. (p. 7)
- ☐ Select AVC Committee. (pp.7, 8)
- ☐ Prepare and send out needs assessment. (p. 8)
- ☐ _____

Six to Four Months before Conference

- ☐ Compile needs assessment returns.
- ☐ Determine AVC goals and objectives. (pp.8-10)
- ☐ Create preliminary conference design. (pp. 9, 11)
- ☐ Determine need for outside trainer. (p. 11)
- ☐ Select Program, Logistics, and Steering subcommittees. (pp. 7, 8)
- ☐ Assign session organizers. (pp. 22, 23)
- ☐ Determine session topics. (pp. 18-22)
- ☐ Decide on methodologies. (pp.11-17)
- ☐ Design preliminary schedule. (p. 23)
- ☐ Secure resource persons. (p. 23)
- ☐ Determine supplies, equipment, office support needed. (p. 23)
- ☐ Plan training of small group leaders. (pp. 11, 23)
- ☐ Plan evaluation; select forms. (pp. 24, 26)

Task	Assigned to:

- ☐ Select and visit site. (p. 27)
- ☐ Arrange budget control (p. 26)
- ☐ Determine need for promotional materials: flyers, posters, fact sheets. (pp. 27, 28)
- ☐ Mail invitations to PCVs and notification to supervisors. (p. 27)
- ☐ Plan contents of participants' packets. (p. 28)
- ☐ _____

Four to Two Months before Conference

- ☐ Review session organizers' reports.
- ☐ Revise/update conference agenda.
- ☐ Plan training of small group leaders.
- ☐ Locate requested equipment. (p. 29)
- ☐ Review budget requests. (p. 26)
- ☐ Plan transportation. (p. 29)
- ☐ Log in registrations.
- ☐ Confirm in writing all site arrangements.
- ☐ _____

One Month before Conference

- ☐ Confirm guest speakers; inform them on agenda, transportation, hotel accommodations.
- ☐ Prepare final program.
- ☐ Prepare and duplicate evaluation forms and session organizers' report forms. (pp. 77, 79)
- ☐ Confirm menus, number of registrations, and other arrangements with hotel. (p. 26)

Tasks	Assigned to:

☐ Notify PCVs on travel arrangements. Confirm AVC plans and program. (p. 29)

☐ _____

Seven to Three Days before Conference

☐ Prepare participants' packets (p. 28).

☐ Hold AVC Committee meeting for final check of all plans (p. 31).

☐ Duplicate programs.

☐ Conduct training of small group leaders.

☐ Assign rooms to participants. (p. 28)

☐ _____

Two to One Days before Conference

☐ Check all facilities at site. (p. 31)

☐ Set up AVC office. (p. 31)

☐ Set up registration; instruct registrars.

☐ _____

Conference Action--Day One

☐ Welcome arrivals.

☐ Check plans for every event.

☐ Open the conference.

☐ Hold meeting of steering committee.

☐ _____

Conference Action--Days Two, Three, Four

☐ Check plans for every event.

☐ Solve previous day's problems and avoid recurrences.

Task	Assigned to:

☐ Collect and compile evaluation forms.

☐ Hold meeting of steering committee.

☐ _____

Final Day of Conference

☐ Collect all work group reports, action plans, and final evaluation forms. (p. 32)

☐ Pack up supplies and equipment.

☐ Take care of hotel and other bills.

☐ _____

One to Two Weeks after Conference

☐ Hold final meeting of AVC committee, if possible. (p. 32)

☐ Compile final evaluation forms and complete AVC evaluation.

☐ Return all borrowed equipment in good condition.

☐ Send thank-you letters to visiting speakers, resource people, and any others.

☐ Prepare reports for PCVs, staff, files, and PC/Washington. (p. 32, 33)

☐ Ensure that all bills are paid.

☐ _____

REFERENCES

PUBLICATIONS MENTIONED OR USED IN GUIDELINES

The Conference Book by Leonard Nadler and Zeace Nadler. 1977 (Gulf Publishing Co., Book Division, Houston, Texas) 267 pp.

Conference Planning by Richard Beckhard and W. Warner Burke, Editors. 1976 (University Associates, 8517 Production Ave., San Diego, Calif. 92121) 174 pp.

Successful Conference and Convention Planning by Robert H. Drain and Neil Oakley. 1978 (McGraw-Hill Ryerson, New York) 205 pp.

Simplified Parliamentary Procedure: Based on Robert's Rules of Order. 1979 (League of Women Voters, 1739 M St. N.W., Washington, D. C. 20036) 11 pp. 75 cents.

World Development Report (Issued Annually by the World Bank, 600 19th St. N.W., Washington, D. C. 20433) $9.95.

Development, Journal of the Society for International Development. (Palazzo dela Civilta del Lavoro--EUR/Roma 00144, Italy)

SID Newsletter (Society for International Development, Washington Chapter, 1401 New York Ave. N.W., Washington, D. C. 20005)

Peace Corps Overseas Staff Training Manual. (A recently arrived American staff person will probably have this manual.)

Available from ICE

(Refer to The Whole ICE Catalog or Training Resource Summary for complete bibliographic information.)

The New Games Book, edited by Andrew Fluegelman. 1976. 192 pp.

TAICH Directory 1983, Technical Assistance Information Clearinghouse. 584 pp.

Grants for International and Foreign Programs. 1983. 97 pp.

Peace Corps Integrated Programming System.

Standards for Peace Corps Training. T2.

An Integrated Training System: Policy and Plans. T1.

In-Service Training Manual. T4.

Third World Women: Understanding Their Role in Development. TR05.

The New Role of the Volunteer in Development. TR5.

Personal Safety in Cross-Cultural Transition. T3.

Working as Counterparts. T6.

Disasters and Development: A Training Module. T18.

The Whole ICE Catalog. RE01.

Training Resource Summary.

OTHER PUBLICATIONS PROBABLY USEFUL IN PLANNING AN AVC

Improving Conference Design and Outcomes by Paul Isley. 1985 (Jossey-Bass, 433 California St., San Francisco, Calif. 94104) 96 pp. $9.95.

A Conference and Workshop Planner's Manual by Lois Borland Hart and J. Gordon Schleicher. 1979 (AMACOM, New York) 200 pp. $15.95.

The Encyclopedia of Ice Breakers: Structured Activities That Warm-Up, Motivate, Challenge, Acquaint, and Energize by Sue Forbess-Greene. 1983 (University Associates, 8517 Production Ave., San Diego, Calif. 92121) 417 pp. $59.95.

Creativity Set: Creative Growth Games, More Creative Growth Games, and How Creative Are You? (University Associates, San Diego) $21.50.

•U.S. GOVERNMENT PRINTING OFFICE: 1986-624-810 Region 3.